



OFFICE  
OF  
EMERGENCY  
RESPONSE  
TRANSPORTATION

# Activation Information Management System

## USER'S GUIDE



U.S. Department of Transportation  
Research and Special Programs Administration

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## WHAT IS AIM?

The Department of Transportation's (DOT) Activation Information Management (AIM) system is a web based emergency management information processing system. This system allows users from throughout DOT, at headquarters and in the regions, to report and display the status of the Nation's transportation systems and provide senior decision-makers with a nationwide situational awareness. AIM also has a mapping component. AIM shows the value and importance of real time information both within individual modes and for cross modal purposes.

The philosophy behind AIM is to make it easy to use, focus on critical information, be easy to set up and implement, and make it scalable, upgradeable, and easy to customize. Reports are simple to create, as well as simple to view and update. Reports can also be read and updated from the mapping utility.

Access to AIM is password protected. You must have a user name and password in order to gain access to the system.

AIM is designed for use on the Internet. The only software needed is a common web browser interface, either Internet Explorer 5.0 or Netscape Communicator 4.6 or higher.

AIM is hosted on two servers, one located in Washington, DC, and the other located in Oklahoma City, OK. Data is replicated to both servers in the event of an interruption of service.

The System Administrator is Gale Hines. If you have any questions or need assistance with AIM, her phone number is (202) 366-5118 and her e-mail address is [gale.hines@rspa.dot.gov](mailto:gale.hines@rspa.dot.gov).



## WHO SHOULD USE AIM?

AIM is be used as the primary reporting tool for the Department of Transportation for collecting and disseminating information on impacts to the transportation system because of a natural or human caused disaster. AIM should be used to record those events and incidents that affect transportation.

You should use AIM if you were issued a user name and password. These users include, but are not limited to:

- Emergency Coordinators from the DOT Operating Administrations
- Regional Emergency Transportation Representatives
- Crisis Management Center's Augmentation Cadre
- FHWA's Division Offices
- Movement Coordination Function, and the
- Office of Emergency Transportation

Some users will only be able to read reports while others have the ability to create and modify reports.



## WHAT DOES AIM LOOK LIKE?

The AIM home page or main window is divided into three frames.

- Top frame
- View frame or edit window, and
- Navigator

The screenshot displays the AIM home page, which is divided into three main frames:

- Top Frame:** Contains the "CREATE NEW" section with buttons for "SITUATION REPORT", "FACILITY REPORT", "INCIDENT REPORT", "EVENT REPORT", "MISSION CRITICAL", "CMC ADVISORY", and "DUTY LOG". It also includes "LOG OUT" and "HELP" links.
- View Frame:** Displays the "Situation by Operational Status" table. The table has columns for "Agency", "Region/Office", "Report #", "Status as of", and "Situation Summary". The "Agency" column lists various agencies such as CIO, DOT, FAA, FHWA, FMCSA, FRA, MARAD, NHTSA, NHTSA - EMS, NHTSA - MV, NHTSA - NDR, RSPA, USCG, CIO, OIS, and PUBLIC AFFAIRS.
- Navigator:** Located on the left side, it contains a "VIEW" section with a "SITUATION" button and a list of operational status buttons (OP STATUS, DOT, FAA, FHWA, FMCSA, FRA, FTA, MARAD, NHTSA - EMS, NHTSA - MV, NHTSA - NDR, RSPA, USCG, CIO, OIS, PUBLIC AFFAIRS). Below this is a vertical list of buttons for "FACILITIES", "INCIDENTS", "EVENTS", "MCS", "CMC ADVISORY", "DUTY LOG", "MAPS", and "HISTORY".

At the bottom of the View Frame, there are navigation controls: "Previous", "More", "Expand All", and "Collapse All".

## WHAT IS THE TOP FRAME?

The Top Frame is used to create new reports. You will also use this frame to log out of AIM and access the Help function.

To create a new report click on the button of the report you want to create:

- Situation Report,
- Facility Report,
- Incident Report,
- Event Report,
- Mission Critical Report
- CMC Advisory Report, and
- Duty Log

Once a report button is clicked on a blank report form will appear in the Edit window.

## WHAT IS THE NAVIGATOR?

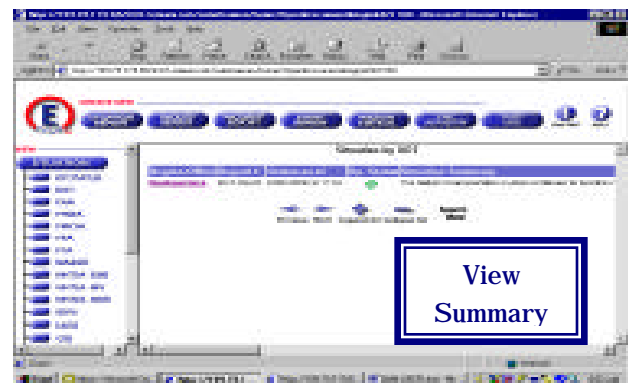
The Navigator is used to display a summary view for each type of report. The Navigator will always appear on the left side of your browser window. The summary of reports is displayed in AIM's view frame and is organized by report type.

To expand the view options that are available click on one of the large buttons in the Navigator. The default view is always the first option listed below the button.

## WHAT IS THE VIEW FRAME?

The view frame is used to:

- Display summary views
- View and edit existing reports



Report  
View

## WHAT IS THE EDIT WINDOW?

The Edit window appears when you click on one of the Create New buttons in the Top Frame OR when you click on the Modify button located in the upper right corner of every report displayed in the View frame.

You will always create or modify reports in the Edit window. The Edit window appears in front of AIM's Main window.

The screenshot shows the 'AIM 2.0.12 - Edit Window' in Microsoft Internet Explorer. The page header includes the U.S. Department of Transportation logo and the title 'SITUATION REPORT, ESF #1 - TRANSPORTATION'. Below the title are 'Save' and 'Cancel' buttons. A red asterisk indicates a required field. The form is divided into two main sections: 'WHAT IS YOUR OPERATIONAL STATUS?' and 'WHAT ADDITIONAL INFORMATION CAN YOU PROVIDE?'. The first section contains fields for 'Agency' (DOT), 'Report #' (empty), 'Op Status' (Select One), and 'Related Event' (Select One). The second section contains fields for 'Status as of' (12/13/2002 at 15:28), 'Region/Office' (Select One), 'Distribution Level' (Open - For Public Release), 'Situation Summary' (a large text area), and 'Source' (a text field).



## HOW DO I START AIM?

Start AIM by selecting and launching a Web Browser, either Internet Explorer or Netscape Communicator. AIM is designed for Internet Explorer 5.0 or Netscape Communicator 4.6 or higher. In the address field enter the web site address.



The web site address is:

Users located in the Washington, DC, area are to use the following address:

**http://dotaim1.dot.gov**

Users located outside of Washington, DC, are to use the following address:

**http://dotaim2.dot.gov**

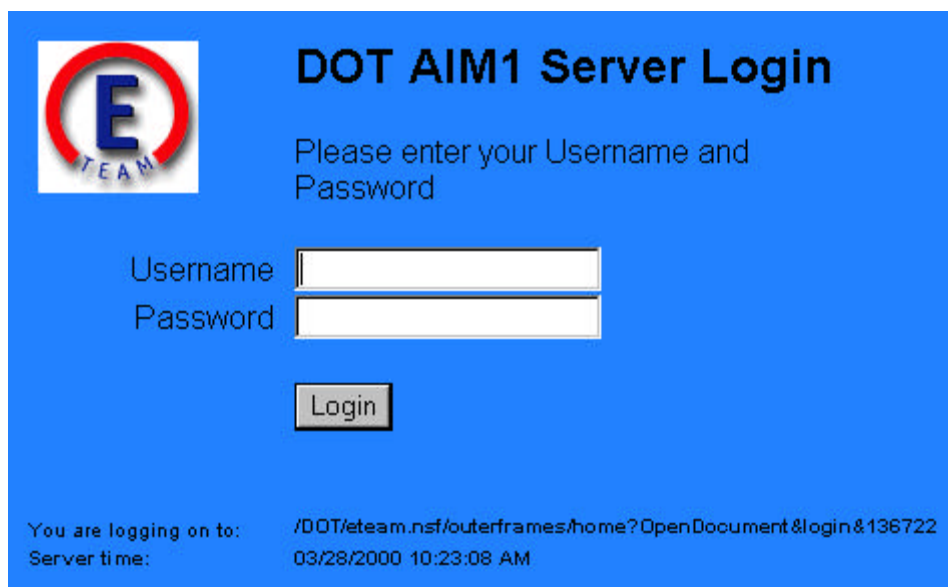
If for any reason the assigned address does not respond, use the other one. The functionality is the same.

The system will display the AIM Welcome Page.



Select either **Operations** or **Training** (Note: If you are using the software for monitoring and reporting purposes during an activation, select **Operations**. If you are undergoing training, participating in an exercise, or getting familiar with the software in a non-operational setting, select **Training**.)

The system will display the Server Login page.



**DOT AIM1 Server Login**

Please enter your Username and Password

Username

Password

You are logging on to: /DOT/etteam.nsf/outerframes/home?OpenDocument&login&136722  
 Server time: 03/28/2000 10:23:08 AM

Enter your username and password and click on the Login button. Usernames and passwords are case sensitive, so be sure you enter them exactly as they were given to you. If you have any questions or don't remember what they were, please contact the AIM System Administrator for assistance.

The system should now display the AIM Home Page.



**CREATE NEW**

[SITUATION REPORT](#) [FACILITY REPORT](#) [INCIDENT REPORT](#) [EVENT REPORT](#) [MISSION CRITICAL](#) [CMC ADVISORY](#) [DUTY LOG](#) [LOG OUT](#) [HELP](#)

**VIEW**

**SITUATION**

- OP STATUS
- DOT
- FAA
- FHWA
- FMCSA
- FRA
- FTA
- MARAD
- NHTSA - EMS
- NHTSA - MV
- NHTSA - NDR
- RSPA
- USCG
- CDO

**Situation by Operational Status**

Agency	Region/Office	Report #	Status as of	Situation Summary
▼ DOT				
	<a href="#">Headquarters</a>	DOT-HQ-03	03/07/2000 at 17:34	The nation's transportation system continues to function normally. The air traffic control system, maritime search and rescue sy
▼ FAA				
	<a href="#">Headquarters</a>	FAA-HQ-01	02/28/2000 at 10:52	There have been no reported incidents. Guam, New Zealand, Australia, and Fiji have successfully rolled over to Feb 28, 2000 with
	<a href="#">Headquarters</a>	FAA-HQ-01	02/28/2000 at 11:19	There have been no reported incidents. The National Airspace System is fully Operational. There have been no reported internatio
	<a href="#">Headquarters</a>	FAA-HQ-01	03/01/2000 at 11:12	The have been no reported incidents. All National Airspace Operations are normal.
▼ NHTSA				
	<a href="#">Headquarters</a>	NHTSA-HQ-EMS-01	02/29/2000 at 09:15	All Emergency Medical Services (EMS) agencies are operating normally without interruption or problems related to the Leap Year R

## WHAT REPORTS ARE IN AIM?

### WHAT IS A SITUATION REPORT?

The Situation Report is used to capture or summarize the impact to transportation because of an event and its associated incidents. The reports prepared by the modal administrations and regional teams are then used to create a consolidated DOT Situation Report which is prepared by the Office of Emergency Transportation and distributed throughout the Department.

**SITUATION REPORT, ESF #1 - TRANSPORTATION**

The Situation Report contains four sections:

- **Operational Status.** This section is used to summarize the transportation impact because of an event and its associated incidents and to indicate the overall status of the situation which would be either **Green** (normal operations), **Yellow** (Disruption or other than normal operations), or **Red** (Significant disruption or safety threat).
- **Transportation Impact.** This section is used to report the status of your modal administration's essential elements of information. If DOT is your reporting agency, then this section is used to provide the status for each mode of transportation (i.e., highway, motor carriers, rail, marine, transit, pipelines, etc.).
- **Actions Taken.** Use this section to describe any response actions that have been taken because of an event and its associated incidents. Also include actions taken by industry groups you are associated with.
- **International Transportation Incidents.** Some events and incidents may have international implications or impacts. This section is used to describe the international implications or impacts and/or any response actions taken, if necessary.

### WHAT IS A FACILITY REPORT?

The Facility Report is used to indicate the operational status of critical facilities and systems that have been identified by each of the Operating Administrations. A Facility Report has been pre-created for each pre-identified facility. To see a Facility Report use the View frame on the left hand side of the screen. To update the status of a facility, use the modify feature.

**FACILITY / SYSTEM REPORT**

The Facility Report contains four sections:

- **Operational Status.** This section is used to indicate the overall operational status of the facility, which will either be **Green** (normal operations), **Yellow** (Disruption or other than normal operations), or **Red** (Significant disruption or safety threat).
- **Location.** This section is used to locate the facility on a map. Facilities can be located on the map either by entering the longitude and latitude or by manually locating it.
- **Transportation Impact.** This section is where you report your modal administration's essential elements of information.
- **Actions Taken.** Use this section to describe any response actions that have been taken.

### WHAT IS AN INCIDENT REPORT?

Incidents are the things that happen because of an event so the incident report is used to record and track those incidents as they occur. Reports are prepared as incidents occur and modified as the situation changes, and ultimately archived once the incident is considered closed.

The Incident Report contains five sections:

**INCIDENT STATUS REPORT**

- **Current Status.** This section is used to indicate the overall status of the incident, which will either be **Green** (normal operations), **Yellow** (Disruption or other than normal operations), or **Red** (Significant disruption or safety threat).
- **Critical Information.** Use this section to describe the incident being reported.
- **Who's In Charge.** This section is used to identify what agency is in charge of responding to the incident.
- **Location.** This area is used to locate the incident on a map. Incidents can be located on the map either by entering the longitude and latitude or by manually locating it.

### WHAT IS AN EVENT REPORT?

An event is the overarching occurrence and has individual incidents associated with them. An event is the reason you have been activated and are using AIM. For example, an airplane crash is the event and the corresponding incidents would be search and rescue operations, re-routing of air traffic, etc.

### EVENT REPORT

The Event Report contains two sections:

- Current Status. This section is used to indicate the overall status of the event which would be either be **Green** (normal operations), **Yellow** (Disruption or other than normal operations), or **Red** (Significant disruption or safety threat).
- Information About the Event. Use this section to describe the event that has occurred.

### WHAT IS A MISSION CRITICAL REPORT?

The Mission Critical Report is used to track the Department's 609 mission-critical systems; on-line systems; building infrastructure, both headquarters and field; and security breaches.

### MISSION CRITICAL REPORT

The Mission Critical Report contains two sections:

- System. This section is used to indicate which Mission Critical system you are reporting on.
- System Status. Use this section to describe the system that is affected.

### WHAT IS A CMC ADVISORY?

The CMC Advisory is used primarily by the Office of Emergency Transportation to report on things that are news worthy, but the impact to transportation is small, like a tornado or perhaps a hurricane that is forming which may eventually impact or make landfall in the United States or its Territories.

The CMC Advisory contains one section:

### CMC ADVISORY REPORT

- Advisory. Use this section to describe what is going on.

### WHAT IS A DUTY LOG?

The Duty Log is used to record activities, phone calls, or actions taken by individuals activated to respond to an event. This log is a useful tool for shift change briefings and for follow-up actions.

The Duty Log contains one section:



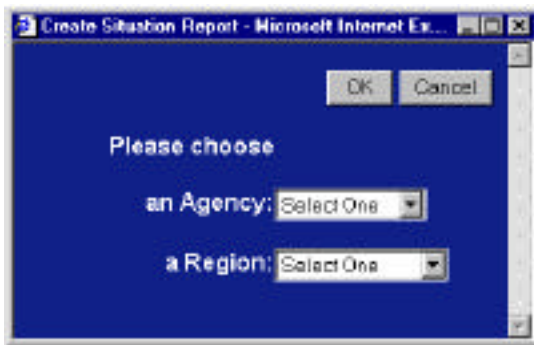
- Duty Log Entry. This section is used to record activities that occurred while you were on duty due to an activation.

## HOW DO I USE AIM?

### How Do I Create A New Report?

To create a new report:

Click on one of the Create New Buttons located in the Top Frame.



A dialog box will appear:

- When creating a Situation Report or a Duty Log, select an agency and a region.
- When creating a Facility Report, select an agency and a State/Territory.
- When creating a Mission Critical Report, select an agency.

1. Make a selection from the picklist by clicking on the down arrow button, scrolling through the choices and highlight the appropriate selection.
2. Click the OK button.
3. A blank report form will appear in the Edit Window. You can now enter information.
4. When you have completed the Report, click the Submit button located in upper right corner.

## HOW DO I SAVE A REPORT?

Any time a report is created or modified, you must submit the report. The submit button is located in the upper right corner of the Edit Window. “Don’t forget, hit submit.”

## HOW DO I MODIFY AN EXISTING REPORT?

To modify an existing report:

1. Click on one of the buttons in the Navigator (the Navigator is located on the left side of your screen).
2. A Summary view will appear in the View Frame.
3. Open the report by clicking once on the text that is underlined. (NOTE: Blue text indicates that you have not yet read a report and the purple text indicates that you have read that report).

**Situation by Operational Status**

Agency/Region/Office	Report #	Status as of	Situation Summary
▼ DOT			
Headquarters	DOT-HQ-03	03/07/2000 at 17:34	The Nation's transportation system continues to function normally. The air traffic control system, maritime search and rescue system.
▼ FAA			
Headquarters	FAA-HQ-01	02/08/2000 at 10:52	There have been no reported incidents. Guam, New Zealand, Australia, and Fiji have successfully rolled over to Feb 28, 2000 with
Headquarters	FAA-HQ-01	02/09/2000 at 11:19	There have been no reported incidents. The National Airspace System is fully operational. There have been no reported incidents.
Headquarters	FAA-HQ-01	03/01/2000 at 11:12	There have been no reported incidents. All National Airspace Operations are normal.

**U.S. Department of Transportation**  
SITUATION REPORT, ESF #1 - TRANSPORTATION

Red Label - indicates a required field.

**OPERATIONAL STATUS**

Agency: DOT  
Report #: DOT-HQ-03  
Status as of: 03/07/2000 at 17:34  
Region/Office: Headquarters  
Open - For Public Release  
Situation Summary: The Nation's transportation system continues to function normally. The air traffic control system, maritime search and rescue system, Global Positioning Systems, highways, railroads, marine ports and forest.

**Top Status:** Green - Normal Operations  
**Related Event:** Leap Year Roll Over Activation

**Buttons:** Print, Modify

4. A read-only version of the report will be displayed in the View Frame.

5. Click the Modify button located in the upper right corner of the report.

6. An edit window will appear and you can make any changes that are needed.
7. Click the Submit button located in the upper right corner to save the report.

**U.S. Department of Transportation**  
SITUATION REPORT, ESF #1 - TRANSPORTATION

Red Label - indicates a required field.

**OPERATIONAL STATUS**

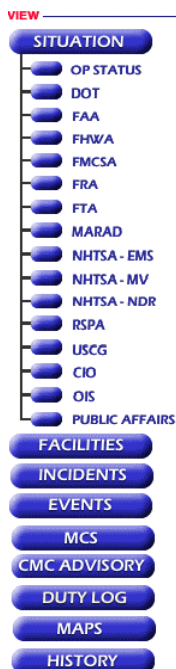
Agency: FAA  
Report #: FAA-HQ-01  
Status as of: 03/07/2000 at 17:34  
Region/Office: Headquarters  
Open - For Public Release  
Situation Summary: The Nation's transportation system continues to function normally. The air traffic control system, maritime search and rescue system, Global Positioning Systems, highways, railroads, marine ports and forest.

**Top Status:** Green - Normal Operations  
**Related Event:** Not related to an Event

**Buttons:** Submit, Cancel



## HOW DO I USE THE NAVIGATOR?



The Navigator is used to display a summary that is available for each type of report. The Navigator will always appear on the left side of your browser window. The summary view will appear in the View frame. To display a summary view:

1. Click on one of the buttons in the Navigator
2. A summary will appear in the View Frame
3. To open a report, click once on the text that is underlined. (NOTE: Blue text indicates that you have not yet read a report and the purple text indicates that you have read that report).
4. A read-only version of the report will be displayed in the View Frame.

## WHAT ARE THE VIEW TOOLS?

Each view includes tools. They are located at the bottom of the View Frame. You can use these controls to move through the view.

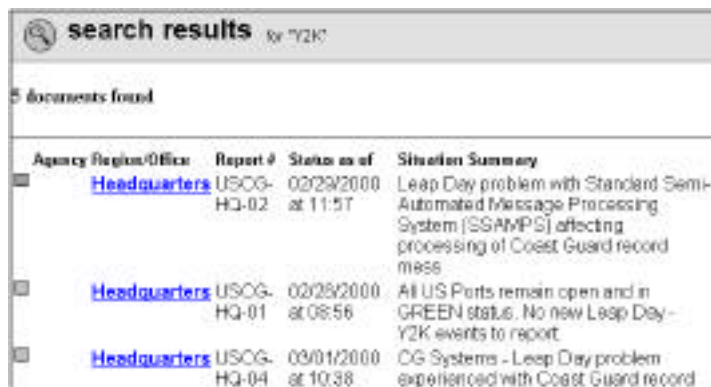


- Use Previous to move to the previous page.
- Use Next to move to the next page.
- Use Expand to open all twisties.
- Use Collapse to close all twisties.
- Use Search View to search the view.

1. To search a view, click on the "Search View" button located at the bottom of the View Frame window.



2. A search window appears. Complete the boxes as appropriate.



3. The system will tell you how many documents were found and lists those documents.

## WHAT GENERAL GUIDELINES DO I NEED TO REMEMBER?

AIM is operator friendly and takes only minutes to learn. However, there are a few things you should be aware of and that you will want to avoid.

- Never close a report using the Windows close button. Either use the Submit or Cancel buttons.



- Do not use quotation marks in any name you enter into the system.
- If Netscape Communicator is your preferred internet browser, avoid minimizing or maximizing a window once you have started creating or modifying a report. Netscape refreshes a report window directly from the server and since the newly created or modified report isn't yet saved, all the information you have entered will be erased.

### ▼ WHAT IS A TWISTY?

A twisty is a small triangle that displays to the left of any row in the View frame. The twisty organizes the summary view into categories based upon information that you enter in a report. When a twisty is collapsed (see graphic below) the reports included in that category are hidden.

- Click on the twisty once to expand the view.
- The system will display all reports sorted by that category.
- Click on the twisty again to collapse the view.



## WHAT IS A REQUIRED FIELD?

Required fields are indicated with a \* red label.

\*Report #:

These fields must be completed. If they are left blank, AIM will not let you submit your report.

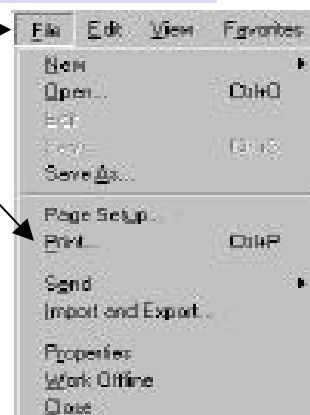
## HOW DO I PRINT?

### **In AIM:**

Click on the print button located in the top right corner of the report window.

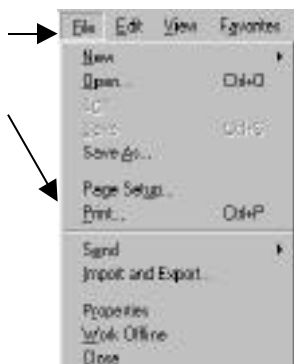


Then from the file menu, click on the print option.



### **In Internet Explorer:**

Right click on the View frame, and click on the Print option from the context menu.



### **In Netscape:**

Click anywhere on the View frame to make it active and then from the File menu, click on the Print option.

**NOTE:** If you have problems printing the frame you want, refer to your Browser's help menu.



## HOW DO I SEARCH A PICKLIST?

Wherever you find a picklist, you can:

1. Click on the down arrow and scroll through the choices, or
2. Click on the Search button located to the right of the picklist to help you find what you are looking for.

**\*Incident Type:**

To Search:

1. Click on the Search button.  
The system will display a Search window.
2. Type the first few letters of the item you're looking for into the search box to begin searching. The system displays only those items that contain the letters you have entered into the search box.

If you need to start a search again, just delete the letters that you have typed to begin a new search.

If the item you're looking for is not found in the picklist, you can type it into the Other box and then press the Add button.



## DO I ALWAYS CREATE NEW REPORTS?

No, only current information should be seen in the AIM views. This means:

- At the start of an activation or when a disaster situation occurs, a new report is created, either a Situation Report, Incident Report, or Mission Critical Report. (To create a new report use the buttons in the “Top” Frame).

**CREATE NEW**



- Follow up reports are created by **MODIFYING** the previous report. For example, you would create a new report as SitRep #1. When its time to prepare SitRep #2, MODIFY SitRep #1 and change the report number to #2.

(To find your first report use the “View” Frame located on the left side of the AIM Window.

- Earlier reports can be viewed in the History data base.

The **MODIFY** button is located in the top right corner of your report window.

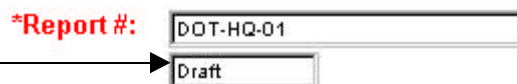


## HOW DO I NUMBER REPORTS?

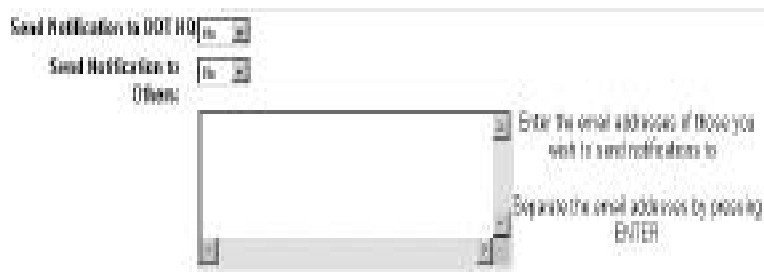
- Situation Report numbers are system generated. The number generated is based on the agency and region selected. For example, Report # “DOT-HQ-01” is Situation Report #1 for DOT headquarters.

## CAN I SAVE REPORTS AS A DRAFT?

- The Situation Report and CMC Advisory have a text field called DRAFT located under the Report #. AIM will automatically enter “**DRAFT**” in this field every time a report is created or modified. This allows others to review and edit the report on-line. You will need to delete the word “Draft” when a report is considered to be final.



## HOW DO I NOTIFY OTHER USERS OF A NEW REPORT IN AIM?



- “**Send Notification to DOT HQ**”. This option allows users to send an email notification to everyone in a group called ‘DOT HQ Notifications’ that a new report has been entered into AIM. This group consists of two or three individuals in OET.

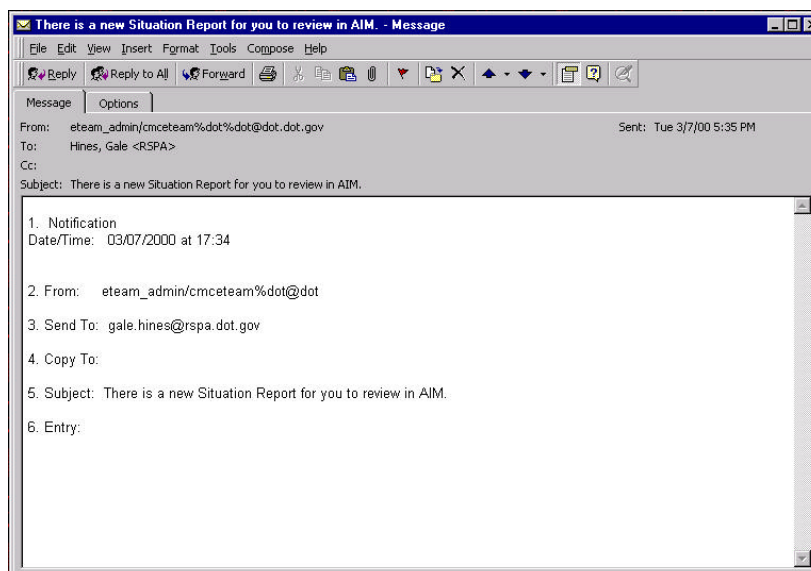
The default for this option is “No.” To

send an e-mail notification to DOT HQ, press the down arrow and select “Yes.” An e-mail notification will be sent once you have submitted the report.

- **“Send Notification To Others”.** This allows users to enter one or more email addresses of people they want to notify of a new report being entered into AIM.

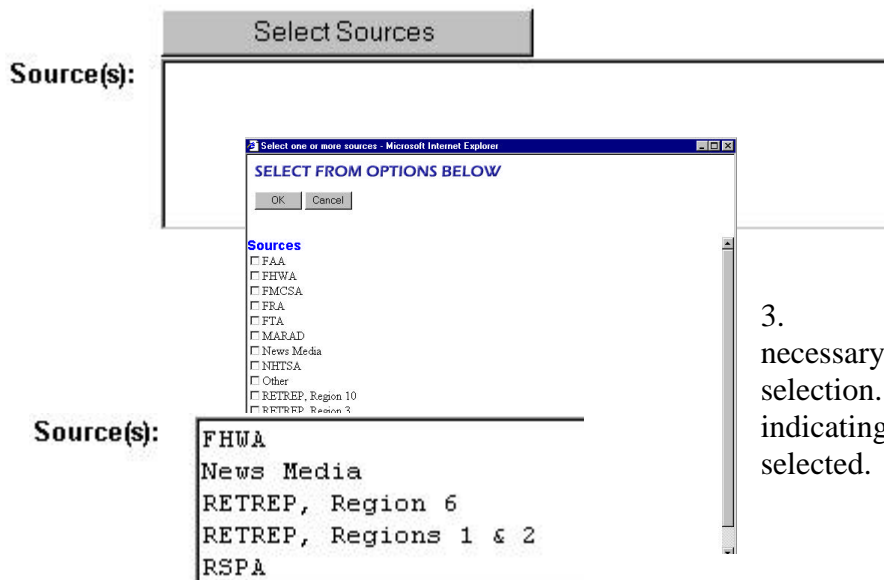
The default for this option is “No.” To send a notification to others, press the down arrow and select “Yes.” Then enter the complete e-mail address of the individual(s) in the box provided. There is no limit on the number of addresses you can enter. An e-mail notification will be sent once you have submitted the report.

This is an example of what the e-mail notification looks like.



## How Do I Select Sources?

The Operational Status section of the Situation Report form contains an area for users to list their sources of information. To add sources:



1. Click on the “Select Sources” button.

2. A “Select From Options” window will appear.

3. Select as many sources necessary by clicking the box next to your selection. A check mark will appear indicating which source(s) you have selected.

4. When you have selected all the sources needed, click on the OK button.
5. The selected sources will appear in the Source(s) box of the report.

## How Do I Add SUMMARIES?

The Transportation Impact section of the DOT Headquarters Situation report contains an add summary feature. This allows the user to automatically roll up the situation summaries from the latest modal situation reports from headquarters. (**NOTE:** This feature only applies to the DOT Headquarter Situation Report.) To add situation summaries:

1. Click the Add Summaries button.
2. A dialog box will pop up.



TRANSPORTATION IMPACT	
	<input type="button" value="Add Summaries"/>
Air:	
Rail:	
Highways:	
Marine:	

3. Press the OK button to load the summaries into the Situation Report.
4. The summaries will appear in the appropriate section.

Air:	The have been no reported incidents. All National Airspace Operations are normal. There have been no reported incidents. Guam, New Zealand, Australia, and Fiji have successfully rolled over to Feb 29, 2000 with no reported problems. The National Airspace System is fully Operational.
Rail:	No Summary Available
Highways:	No Summary Available
Marine:	All US Ports remain open and in GREEN status. No new Leap Day - Y2K events to report. No NARAD Summary Available, CG Systems - Leap Day problem experienced with Coast Guard record message processing system (SSAMPS). Contingency plans implemented by affected sites and
Transit:	No Summary Available

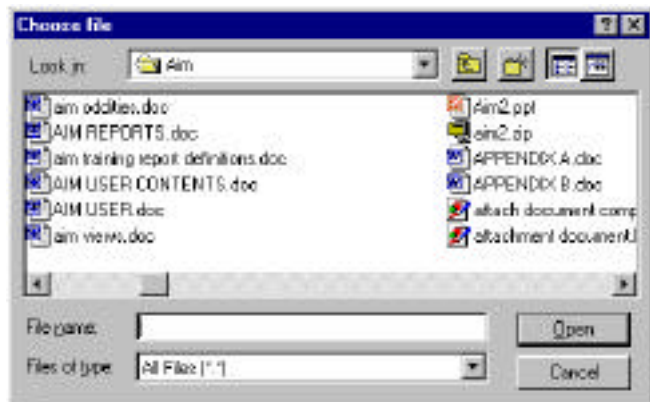


## CAN I ATTACH DOCUMENTS TO A REPORT?

Yes. The Situation, Incident, and CMC Advisory reports have an attachment field. To attach a document:

1. Click on the Browse button.

Attachments: None  Browse...  
To attach files to this document press "Browse"



2. A "choose file" dialog box will pop up.
3. Find the document you want to attach to the report.
4. Click the Open button.
5. The name and file location will appear in the Attachment field.

Attachments: G:\AIM\aim logo.bmp  Browse...

6. Once a report has been submitted, the attachment field indicates that a document or file has been attached – "Attachments: Yes – See bottom of form." A link to the attached document can be found at the bottom of the report form. To view the document, click once on the link provided.

Attachments: Yes - See bottom of the form

Document Created by: GHines on 04/14/2000 at 08:50 Last Modified by: GHines on 04/14/2000 at 08:50

  
[aim logo.bmp](#)

## CAN I ATTACH MORE THAN ONE DOCUMENT TO A REPORT?

Yes. To attach another document to a report, click on the modify button located in the top right corner of the edit window and then follow the steps above.



## WHAT IS THE DIFFERENCE BETWEEN A NEW INCIDENT REPORT AND AN EXISTING INCIDENT REPORT?

When a new Incident Report is created, you will only be asked to enter general incident information. However, a new Incident Report contains only a subset of what a full and complete Incident Report will contain. Once you have submitted the report for the first time, scroll through the report and you will notice that the report now includes additional sections. When you click on the Modify button in the top right corner of the Incident Report, you will now see the top section of the Incident Report (the general incident information sections, which includes the current status, critical information, who's in charge, and location).

In addition to the general incident information sections, the Incident Report is divided into subsections organized by the following functional areas:

- Law Enforcement
- Medical and Health
- Mass Care and Shelter
- Fire and Rescue
- Hazardous Materials
- Casualties

### WHAT ADDITIONAL INFORMATION CAN YOU PROVIDE ?

Law Enforcement  
Fire & Rescue

Medical & Health  
Hazardous Materials

Mass Care & Shelter  
Casualties

The person completing the basic details of the Incident Report can also complete these subsections, or an individual from the agency responsible for that functional area may fill them out.

### Shortcut to the Subsections – Add Details

Add Details ▼

You can easily jump to the subsections of the Incident Report by clicking on the Add Details arrow at the top of the report.

### Editing the Functional Area sections of the Incident Report

1. Click on the icon for the subsection that you wish to edit.
2. The subsection of the Incident Report will open in the View Frame.
3. Click on the Modify button.
4. Enter the information in the form, then click on the Submit button.

WHAT ADDITIONAL INFORMATION CAN YOU PROVIDE ?

Law Enforcement  
Fire & Rescue

Medical & Health  
Hazardous Materials

Mass Care & Shelter  
Casualties

Law Enforcement

# People Involved: \_\_\_\_\_

Activity Engaged In: \_\_\_\_\_

How Equipped/Armed: \_\_\_\_\_

Details: \_\_\_\_\_

Modify

Add Details

Law Enforcement

# People Involved: \_\_\_\_\_

Activity Engaged In: \_\_\_\_\_

How Equipped/Armed: \_\_\_\_\_

Details: \_\_\_\_\_

Submit

5. The system updates the subsection of the Incident Report with the information that you entered.

### Returning to the Top of the Incident Status Report – Up button



Each subsection of the report includes an Up button located to the right of the title for that subsection. Clicking on this button takes you to the top of the Incident Report.

## HOW DO I FIND OUT WHO CREATED AND/OR MODIFIED A REPORT?

Each AIM report has an accountability feature. You will see this feature at the bottom of every form. The Document Created By and Last Modified By are auto-fill fields and are completed based on the User's Name used to log into AIM. These fields also contain a date and time stamp.

Document Created by: RETREP-1-2 on 03/29/2000 at 12:10 Last Modified by: GHines on 03/29/2000 at 12:10

## DOES AIM LOG USERS OUT?

Yes. After 90 minutes of inactivity, the system will log you out. The log in screen will reappear and you will need to enter your User Name and Password.

## WHAT IS THE HISTORY DATA BASE USED FOR?

The History Data Base allows users to view previous reports. Since only current reports are shown in AIM, users can click on the History Button in the Navigator to review reports. The reports are sorted by event and then report number. To view reports in the History Data Base:

### HISTORY

1. Click on the History Button in the Navigator, which is located on the left side of your browser window.
2. A new window will pop up with the History view options that are available.
3. Click on the report view you wish to see (Situation, Facility, Incidents, Event, MCS, CMC Advisory, or Duty Log).



4. Expand the view for the event you are interested in by clicking on the twisty.
5. A list of reports will appear.
6. Click on the report you want to read.

Event	Report #	Status as of	Creation Date	Updated By
▼ East Coast Snow storm- January 25, 2000				
	▼ BOT-HQ-02			
	<a href="#">01/25/2000 at 12:28</a>		01/25/2000 12:28 PM	HEdwards
	<a href="#">01/25/2000 at 12:31</a>		01/25/2000 12:32 PM	HEdwards
	<a href="#">01/25/2000 at 12:32</a>		01/25/2000 12:36 PM	HEdwards
	<a href="#">01/25/2000 at 12:44</a>		01/25/2000 12:47 PM	HEdwards
	<a href="#">01/25/2000 at 12:50</a>		01/25/2000 12:53 PM	HEdwards
	▶ BOT-HQ-03			
	▶ BOT-HQ-04			

When you are finished using the History Data Base, click on the Close History button in the Navigator frame.

## HOW DO I USE THE MAP FUNCTION?

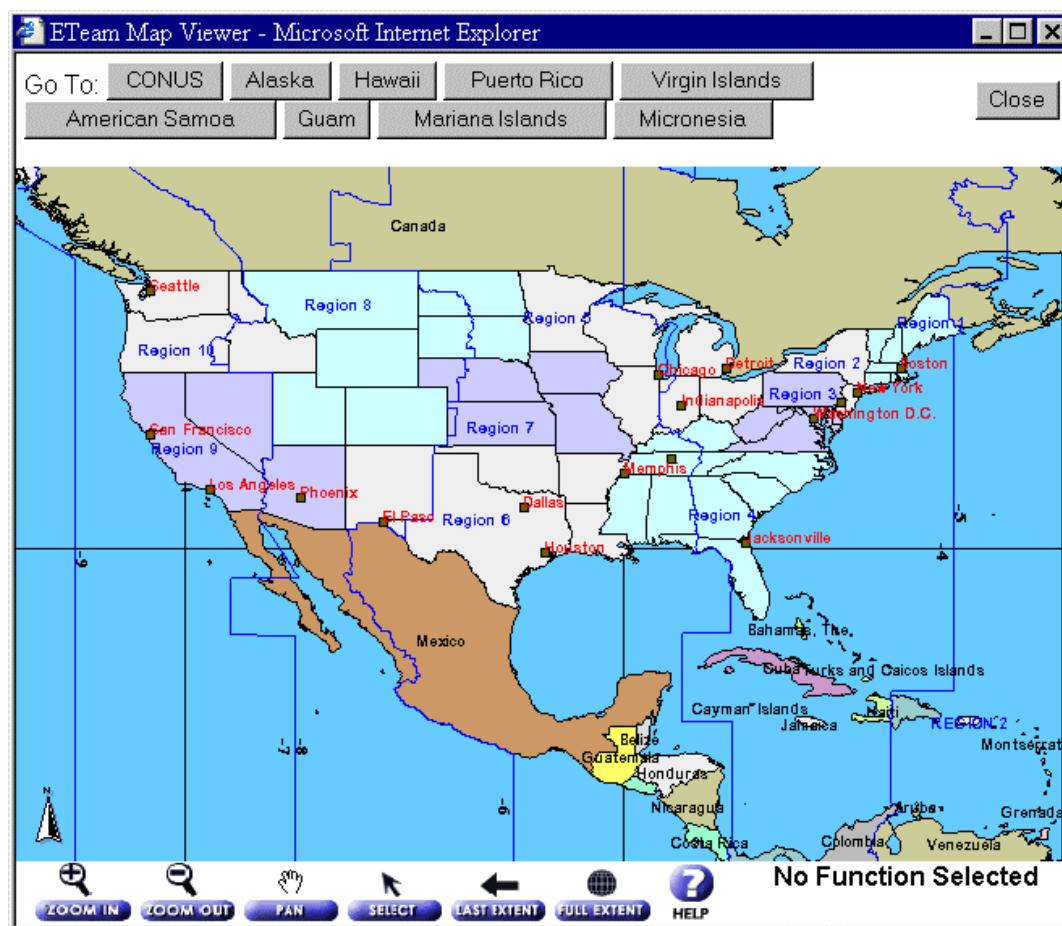
AIM's mapping function is used to plot or locate an incident or a facility location.

The map function allows a user to:

- Display a map
- Point and click to Geo locate
- View report summaries by selecting an icon from the map

## WHAT DOES THE MAP LOOK LIKE?

This is a typical map view.



## WHAT IS A MAP SUMMARY?

AIM's map function allows you to display a Map Summary of the United States and its territories with icons that depict the status of the facility or incident (**green**, **yellow**, or **red** dots). Users can also view the reports that are associated with the icons.

The Facilities and Incident Reports have a location section where you can plot their location on a map, either by entering the longitude and latitude or by locating it manually.

LOCATION ?

Locate By:

Latitude:  Longitude:

Located By:  (autofill)

Map Summary:

### How Do I OPEN A MAP WINDOW?

To display a

**MAPS**

View Map For:

[Facilities - Air](#)

[Facilities - Highway](#)

[Facilities - Highway Safety - EMS](#)

[Facilities - Highway Safety - MV](#)

[Facilities - Highway Safety - NDR](#)

[Facilities - Marine](#)

[Facilities - Mass Transit](#)

[Facilities - Pipeline](#)

[Facilities - Rail](#)

[Incidents](#)

1. Click on the Map navigator button.
2. AIM will display a list of maps available to view in the View Frame.
3. Click on the option you want to view.
4. AIM will display a map that includes all relevant icons. (**NOTE:** be patient – it may take the server several minutes to bring up a map)

A Legend of Map icons can be found in Appendix B.

### How Do I PLOT/LOCATE A FACILITY OR INCIDENT ON A MAP?

The Geo Locate capability is used to plot the location of a facility or incident on a map.

To Geo Locate:

1. Click on the Map button in the Location section of a facility or incident report.

Geo Locate By:

2. The system will display a map in the Map window. Click on the Locate tool located at the bottom of the Map window.

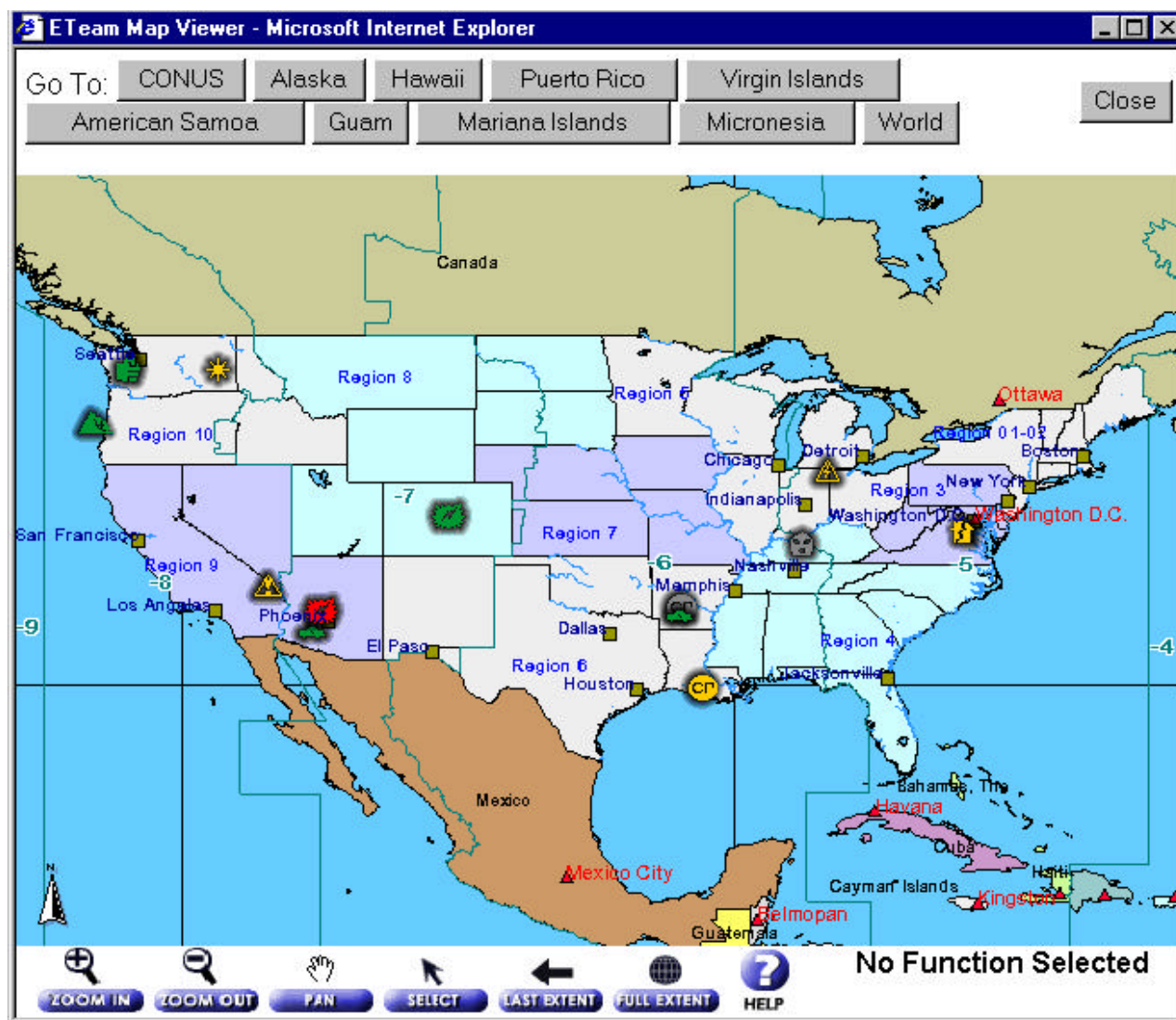


3. The cursor will change to a cross.

4. Click on the location of the facility or incident on the map.



5. The system inserts a symbol indicating the location you have selected and the system will automatically insert the Longitude and Latitude coordinates into the report.
6. Click on the Submit button located at the top of the Map window.
7. The system will place a green, yellow, red, or gray (depending on the Operational Status that was selected) dot on the map.



This is an example of Incidents that have been located/plotted to a map.



## How Do I Use THE MAP TOOLS?

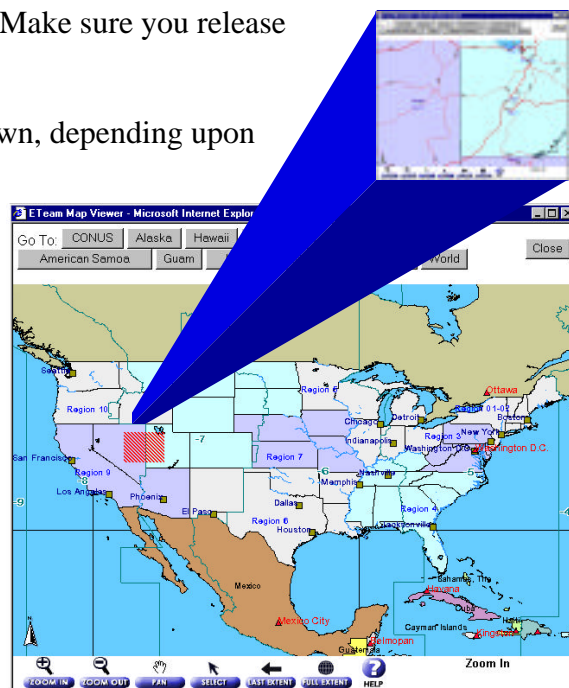
When you move your cursor over the tools located at the bottom of the map window, the cursor changes to a hand. This indicates that the cursor is in the right position to select a tool. Click on a tool to select it.



## How Do I Use THE ZOOM IN TOOL?

The Zoom In tool allows you to view a smaller area of the map. You must identify two corners of the area. You can Zoom In anytime the Map window is displayed. To zoom in:

1. Click on the Zoom In tool at the bottom of the Map window.
2. The Mode Indicator displays “Zoom In,” and the cursor changes to a cross. The mode indicator is located to the right of the map tools.
3. Begin at the top corner of the area (left or right).
4. Click once to indicate the start of the boundary. Make sure you release the mouse button.
5. Move the cursor to the left or right and up or down, depending upon what area you want to magnify.
6. The system displays a colored square.
7. When the colored square covers the area that you want to magnify, click again.
8. The map is redrawn with the new magnification.



## **HOW DO I USE ZOOM OUT TOOL?**



The Zoom Out Tool allows you to zoom out of a map view, one level of magnification at a time. To Zoom Out:

1. Click on the Zoom Out tool located at the bottom of the Map window.
2. The Mode Indicator will display “Zoom Out” and the cursor will change to a cross.
3. The system automatically zooms out one level of magnification.
4. With each click, the system automatically zooms out one level of magnification.

## **HOW DO I USE THE SELECT TOOL?**



The Select Tool allows the user to display a report that is represented by an icon on the map. This tool is only available when a map is displayed using the Map Summaries button from the Navigator. To select a report:

1. Click on the Map button from the navigator.
2. The system will display the list of Available Maps in the View Frame.
3. Click on the map view you want to see.
4. Click on the Select tool located at the bottom of the Map window.
5. The cursor will change to an arrow.
6. Double click on the report icon.
7. The system will display the associated report.

## **HOW DO I USE THE LAST EXTENT TOOL?**

The Last Extent tool allows the user to see the last magnification of the map that was displayed. To do this:

1. Click on the Last Extent tool found at the bottom of the Map window.
2. The system will display the last view of the map.





## **HOW DO I USE THE FULL EXTENT TOOL?**



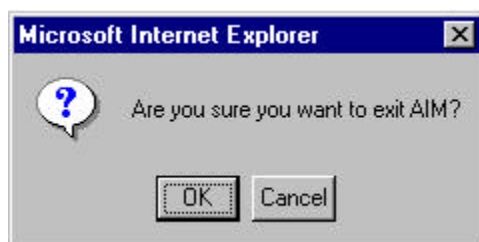
The Full Extent tool allows the user to view a full map of the United States. To do this:

1. Click on the Full Extent tool located at the bottom of the Map window.
2. The system will display the entire map of the United States.

## HOW DO I LOG OUT OF AIM?

It is recommended that you log out of AIM when you are finished using the data bases.  
To log out:

1. Click on the Log Out button located at in the top frame of AIM's main window.
2. The following dialog box will appear:



3. Click the OK button if you are sure you want to exit AIM.
4. You are now logged out of AIM and the system.

**Thank you for using the DOT  
Activation Information Management (AIM) System**



## WHAT ARE VIEWS?

AIM is a database comprised of various reports (situation, facilities, incidents, events, mission critical systems, CMC Advisory, Duty Log, Maps, and History) which are created and entered into AIM for reporting, tracking and monitoring purposes. The mechanism that allows the information contained within the databases to be displayed is the **View** function.

The following views are displayed in the frame on the left-hand column of your screen:


- Situation Reports
- Events
- Duty Log
- Facilities
- Mission Critical Systems
- Maps
- Incidents
- CMC Advisory
- History

### WHAT IS THE SITUATION REPORT VIEW?

The situation report view is a summary display of situation reports that have been entered into AIM. These reports are sorted and can be viewed using the following view options:

- **Op Status** – Situation by Operational Status. This view provides a summary of all Situation Reports. The reports are sorted by:

#### Situation by Operational Status

Agency	Region/Office	Report #	Status as of	Op. Status	Situation Summary
▼ FAA	<u>Headquarters</u>	FAA-HQ-01	02/28/2000 at 10:52		There have been no reported incidents. Guam, New Zealand, Australia, and Fiji have successfully rolled over to Feb 29, 2000 with

- Agency. This column indicates the agency or operating administration that prepared the report. The overall consolidated situation report would list DOT as the agency.
- Region/Office. This column indicates which Region the report was prepared for. The overall consolidated situation report for DOT would list the region as Headquarters. Headquarters reports will be listed first and then Regional reports in numerical order.
- Report #. This column shows the number of the report.
- Status as of. This column indicates the date and time the report was prepared.




- **Op Status.** This column indicates the overall operational status of the situation -- either **Green** (normal operations), **Yellow** (Disruption or other than normal operations), **Red** (Significant disruption or safety threat) or **Gray** (Unknown).
- **Situation Summary.** This column provides the first few lines of the report's situation summary.

The Situation view also displays situation reports by agency. There is a view available for the following agencies:

- DOT
- FAA
- FHWA
- FMCSA
- FRA
- FTA
- MARAD
- NHTSA – EMS
- NHTSA – MV
- NHTSA – NDR
- RSPA
- USCG
- CIO
- OIS
- Public Affairs

The views for DOT, CIO, OIS, and Public Affairs shows the Region, Region #, Status as of, Op Status, and Situation Summary. The views for the modal administrations show the Region, Report #, Status as of, Op Status, and summarizes their EEIs.

#### Situation by FAA

Region/Office	Report #	Status as of	Op. Status	Delayed	Grounded	Cancelled	Accidents
<a href="#">Headquarters</a>	FAA-HQ-01	04/11/2000 at 14:40		200	100	250	0
<a href="#">Headquarters</a>	FAA-HQ-01	04/11/2000 at 14:49		134	24	56	
<a href="#">Region 01</a>	FAA-R01-01	04/11/2000 at 14:50		0	0	0	0

### WHAT IS THE FACILITIES VIEW?

The facilities view is a display of information that has been entered into the **Facilities Report** forms. This information can be sorted and displayed according to the following categories:

- Operational Status
- Air
- Highway
- Highway – EMS
- Highway – MV
- Highway – NDR
- Motor Carrier
- Marine
- Mass Transit
- Pipeline
- Rail
- Overview
- Agency

A description of each view follows:

- **Operational Status** – this view is sorted by the operational status categories of **green**, **yellow**, and **red** and the facilities are listed by mode and by region. This

view provides a narrative field that summarizes in greater detail the operational status of the facility.

- **Air** - this view displays the status of all the critical air facilities by region. The status is determined based on criteria that is essential to the operation of the airport such as flight delays, accidents, and status of flight services. This view contains a summary of FAA's essential elements of information.

- **Highway** – this view displays the status of highways by State and is determined based on criteria such as traffic signals, road closures, and traffic congestion. This view contains a summary of FHWA's essential elements of information

- **Highway Safety EMS** -- this view displays the status of a state's emergency medical services and is determined based on criteria determined to be essential to conducting emergency medical services. This view contains a summary of NHTSA's essential elements of information for emergency medical services.

- **Highway Safety MV** - this view displays the status of a state's motor vehicle problems and the status is determined based on criteria that is essential to the safe operation of motor vehicles. This view contains a summary of NHTSA's essential elements of information for motor vehicles.

- **Highway Safety NDR** – this view displays the status of a state's national driver registry and the status is determined based on whether the state's reporting system is functioning. This view contains a summary of NHTSA's essential elements of information for the national driver registry.

- **Marine** – this view displays the status of all the critical marine facilities by region. The Status is determined based on criteria that is essential to the operation of ports such as navigational aids, vessel movements, and cranes. The view contains a summary of the USCG's and MARAD's essential elements of information for a port.

- **Mass Transit** – this view displays the status all of the critical transit facilities by region which is determined based on criteria that is essential to the operation of a transit authority such as bus cancellations, delays, or accidents. This view contains a summary of FTA's essential elements of information.

- **Pipeline** – this view displays the status of critical pipeline operators. The status is determined based on criteria that is essential to the safe operation of a pipeline. This view contains a summary of RPSA/OPS' essential elements of information.

- **Rail** – this view displays the status of the critical rail facilities by region which is determined from criteria that is essential to the operation of the facility, such as disabled trains, derailments, or accidents. This view contains a summary of FRA's essential elements of information.

● **Overview** – this view displays an overview of all facility reports and is sorted by the operational status of the facility. Facilities categorized as **red** will be listed first, then **yellow**, and **green**.

● **Agency** – this view displays an overview of the facility reports by agency and then operational status. Facilities categorized as **red** will be listed first, then **yellow**, and **green**.

## WHAT IS THE INCIDENTS VIEW?

The incidents view is a display of information that has been entered into the **Incident Report** forms. This information can be sorted and displayed according to the following categories:

- |               |          |        |
|---------------|----------|--------|
| ● Status      | ● Event  | ● Type |
| ● Overview    | ● Date   |        |
| ● Lead Agency | ● Author |        |

A description of these views follows:

● **Status** - this view displays an overview of incidents based on their status. Incidents categorized as **red** will be listed first, then **yellow**, then **green**, and finally **gray** (unknown). The view also includes the incident's prognosis (worsening, improving, or stable), name, status as of date, and lead agency.

● **Overview** – this view displays incidents by event. For example, all incidents related to a particular event would be listed together. This view also contains the status (**green**, **yellow**, and **red**), details (lead agency, region, state, incident name, severity, and prognosis), description of the incident, critical issues, and actions.

● **Lead Agency** – this view displays incidents by lead agency, i.e., DOT, FEMA, etc. This view also contains the status (**green**, **yellow**, and **red**), details (region, state, incident name, severity, and prognosis), description of the incident, critical issues, and actions.

● **Event** – this view also displays incidents by the event. The view also contains the status (**green**, **yellow**, and **red**), prognosis, incident name, status as of date, and the lead agency.

● **Date** – this view sorts incidents by the status as of date and are listed chronologically (most recent first). The view also contains the incident name, status (**green**, **yellow**, and **red**), severity, and prognosis.

● **Author** - this view sorts incidents by author – the person who created the incident report and the author field is based on the user's name entered when you logged into

AIM. This view also contains the incident name, status (**green**, **yellow**, and **red**), prognosis, status as of date, and lead agency.

● **Type** – this view lists incidents by type, i.e., airplane crash, earthquake, sever weather, etc. This view also contains the incident name, status (**green**, **yellow**, and **red**), prognosis, status as of date, and lead agency.

### WHAT IS THE EVENTS VIEW?

The events view is a display of all of the events that have been entered into the **Event Report** forms. This information can be sorted and displayed based on the following categories:

- Name
- Lead Agency
- Date
- Type

A description of these views follows:

● **Name** – this view lists events by name and are listed alphabetically. The view also contains the status (**green**, **yellow**, and **red**), prognosis, type, location, status as of date, lead agency, and the event's description.

● **Lead Agency** – this view sorts events by lead agency (e.g., DOT). This view also contains the event name, status (**green**, **yellow**, and **red**), prognosis, type, location, status as of date, and the event's description.

● **Date** – this view sorts events by the date of the event. This view also contains the event name, status (**green**, **yellow**, and **red**), prognosis, type, location, lead agency, and the event's description.

● **Type** – this view sorts events by type (e.g., computer failure, airplane crash, earthquake, sever weather, etc.) This view also contains the event name, status (**green**, **yellow**, and **red**), prognosis, location, status as of date, and lead agency, and the event's description.

### WHAT IS THE MCS VIEW?

The mission critical systems view is a display of mission critical systems that have been entered into the **Mission Critical Systems** form. This view is sorted by agency and contains the system's name, a description, the impact of the failure, and the estimated fix time.

### WHAT IS THE CMC ADVISORY VIEW?

The CMC advisory view is a display of all the CMC Advisories that have been entered into AIM. The view is sorted by the Advisory's report number and shows the status as of date.

### WHAT IS THE DUTY LOG VIEW?

The duty log view is a display of all duty logs that have been prepared. The information can be sorted and viewed by organization and date. A description of these views follow:

- **Organization** – this view sorts the duty logs by organization (agency) and also contains the region, the user's name (the person who created the duty log), position, date, and subject.
- **Date** – this view sorts the duty logs by organization (agency) and date. The most current is listed first and also contains the region, user's name, position, and subject.

### WHAT IS THE MAP VIEW?

This view is designed to display both facilities and incidents that have been located on a map of the continental U.S. and its territories. The status of the facilities and incidents will be displayed by colored dots (green, yellow, red, and gray). Each mode has its own map (e.g., air, highways).



## HOW DO I COMPLETE / FILL OUT / PREPARE NEW REPORTS?

### SITUATION REPORT

1. To create a new Situation Report, click on the “Situation Report” button located in the Top Frame.
2. A dialog box will appear. From the picklist, choose your agency and region. (NOTE: The MCC, CMC, RETREPs and their ESF-1 team should select DOT as their agency.)
3. Press “OK.”
4. A Situation Report form will appear in the edit window. Enter information directly into this form. A description of the fields are listed below:

**NOTE:** Required fields are labeled with **Red** text and must be completed before the report can be submitted.

### SECTION 1. OPERATIONAL STATUS

- **Agency.** This is a system generated auto-fill field and is completed based on the agency selected from the initial dialog box.
- **Op Status.** This is a required field. Select the overall Operational Status (green, yellow, red, and gray) of your mode from the picklist.
- **Report #.** This is a required field and the numbers are system generated. The number generated is based on the agency and region selected. For example, Report # “DOT-HQ-01” is Situation Report #1 for DOT headquarters. “Draft” is the default setting. When the report is considered final, delete the word “draft” and submit it.
- **Related Event.** This is a required field. Select the associated event that you are reporting on from the picklist. Keep in mind that an event is the overarching occurrence or the main reason you are being required to prepare a Situation Report.
- **Status as of.** This is a system generated auto-fill field and can be re-set or changed to show a particular date and/or time. This field is completed based on the date and time set on the server, which is Eastern Standard Time.

● **Region/Office.** This is a system generated auto-fill field and is completed based on the region selected from the initial dialog box.

● **Distribution Level.** This is a picklist. Select the distribution level from the picklist (Open – public release, Proprietary – business confidential, or Sensitive – not for public release).

● **Situation Summary.** This is a text field. Complete this field by either typing text into the box or cutting and pasting text into the box from other computer applications.

## SECTION 2. TRANSPORTATION IMPACT

● This section is used to report the status of your modal administration's essential elements of information. If DOT is your reporting agency, then this section is used to provide the status for each mode of transportation (i.e., highway, motor carriers, rail, marine, transit, pipelines, etc.). See Appendix C for an example of each modes Transportation Impact Section.

## SECTION 3. ACTIONS TAKEN

This section is used to describe any response actions that have been taken because of an event and its associated incidents.

● **What actions have been taken.** This is a text field. Complete this field by either typing text into the box or cutting and pasting text into the box from other computer applications.

## SECTION 4. INTERNATIONAL TRANSPORTATION INCIDENTS

Some events and/or incidents may have international implications or impacts. This section is used to describe the international implications or impacts and/or any response actions taken, if necessary.

● **International transportation incidents.** This is a text field. Complete this field by either typing text into the box or cutting and pasting text into the box from other computer applications.

● **Contact Info.** This is a text field. Complete the field by typing the name, phone number, and e-mail address of the person who people should contact about the report.

● **Attachments.** Use this field to attach another document to the report. It is possible to attach more than one document to a report.

● **Source(s).** This is a text field. Complete the field by typing in the source or sources from whom you received information from in order to complete the Situation Report. You can also click on the “Select Sources” button (located just above the text box) and select as many sources as necessary.

● **Send Notification to DOT HQ.** This is a picklist with two options, Yes or No. The default is always No. When yes is selected, an e-mail notification is sent to OET.

● **Send Notification to Others.** This is a picklist with two options, Yes or No. The default is always No. When you want to notify someone of a report being submitted into AIM, select Yes, and then enter their e-mail address into the box provided.

● **Document Created By** and **Last Modified By** are auto-fill fields and are completed based on the user’s name.

**When you have finished completing the Situation Report form, click on the “Submit” button located at the top of the form.**

## **FACILITY REPORT**

1. To create a new Facility Report, click on the “Facility Report” button located in the Top Frame.
2. A dialog box will appear. From the picklist, choose your agency and the state or territory the facility is located in.
3. Press “OK.”
4. A Facility Report form will appear in the edit window. Enter information directly into this form. A description of the fields are listed below:

**NOTE:** Required fields are labeled with **Red** text and must be completed before the report can be submitted.

### **SECTION 1. OPERATIONAL STATUS**

● **Facility/System Name.** This is a required field. Enter the name of the facility or system you wish to report on.

● **Op Status.** This is a required field. Select the overall Operational Status (green, yellow, red, and gray) of your mode from the picklist.

- **Status as of.** This is a system generated auto-fill field and can be re-set or changed to show a particular date and/or time. This field is completed based on the date and time set on the server, which is Eastern Standard Time.
- **Distribution Level.** This is a picklist. Select the distribution level from the picklist (Open – public release, Proprietary – business confidential, or Sensitive – not for public release).
- **Agency.** This is a system generated auto-fill field and is completed based on the agency selected from the initial dialog box.
- **Region/Office. This is a required field.** Select the appropriate region from the picklist. (NOTE: AIM uses the 10 DOT standard regions – See Appendix D for a map of the regions.)
- **Trans. Mode.** This is a system generated auto-fill field and is completed based on the agency selection from the initial dialog box. For example, the transportation mode for USCG and MARAD would be “Marine.”
- **State/Territory.** This is a system generated auto-fill field and is completed based on the state/territory selection from the initial dialog box.
- **Situation Summary.** This is a text field. Complete this field by either typing text into the box or cutting and pasting text into the box from other computer applications.
- **Related Event. This is a required field.** Select the associated event that you are reporting on from the picklist. Keep in mind that an event is the overarching occurrence or the main reason you are preparing a Facility Report.
- **Related Incident. This is a required field.** Select the associated incident that is affecting the facility from the picklist. Keep in mind that incidents are the thing(s) that happen because of an event.

## SECTION 2. LOCATION

- This section allows the user to locate a facility on a map either by entering the longitude and latitude or by locating it manually.

## SECTION 3. TRANSPORTATION IMPACT

- This section is used to report the status of each modal administration’s essential elements of information. If DOT, CIO, OIS, or Public Affairs is your reporting agency, then this section has been eliminated. See Appendix C for an example of each modes Transportation Impact Section.

## SECTION 4. STATUS OF GENERAL SERVICES FOR THIS FACILITY/SYSTEM

● This section is used to report the status of the general services, i.e., power, communications, water, etc., for the facility/system. This section does not apply to marine facilities for USCG and MARAD.

**Picklist.**  
Select the appropriate operational status color -- green, yellow, red, or

STATUS OF GENERAL SERVICES FOR THIS FACILITY/SYSTEM		Comments
Power:	Select One	
Comms:	Select One	
Water:	Select One	
HVAC:	Select One	
Sewer:	Select One	
Computers:	Select One	
Staffing/Labor:	Select One	
Hazmat Storage Facilities:	Select One	
Refueling:	Select One	
Support Services:	Select One	
Elevators:	Select One	
Other Electronic Equip.: (Fax/Printer, etc.)	Select One	
Other Machinery:	Select One	
Generators:	Select One	
Other: (Please specify)	Select One	

**Text fields**  
Enter any comments that may be necessary or appropriate.

## SECTION 5. SIGNIFICANT ISSUES AFFECTING THIS FACILITY/SYSTEM

● This section is used to report any significant issues that are affecting the facility/system (i.e., criminal activity, weather, media attention, etc.). This section does not apply to marine facilities for USCG and MARAD.

**Picklist.**  
Select the appropriate status color -- green, yellow, red, or gray.

**Comments**

**Text fields**  
Enter any comments that may be necessary or appropriate.

## SECTION 6. ACTIONS TAKEN

This section is used to describe any response actions that have been taken because of an event and its associated incidents.

- **What actions have been taken.** This is a text field. Complete this field by either typing text into the box or cutting and pasting text into the box from other computer applications.
- **Contact Info.** This is a text field. Complete the field by typing the name, phone number, and e-mail address of the person who people should contact about the report.
- **Send Notification to DOT HQ.** This is a picklist with two options, Yes or No. The default is always No. When yes is selected, an e-mail notification is sent to OET.
- **Send Notification to Others.** This is a picklist with two options, Yes or No. The default is always No. When you want to notify someone of a report being submitted into AIM, select Yes, and then enter their e-mail address into the box provided.

● **Document Created By** and **Last Modified By** are auto-fill fields and are completed based on the user's name.

**When you have finished completing the Facility Report form, click on the “Submit” button located at the top of the form.**

## **INCIDENT REPORT**

1. To create a new Incident Report, click on the “Incident Report” button located in the Top Frame.
2. An Incident Report form will appear in the edit window. Enter information directly into this form. A description of the fields are listed below:

**NOTE:** Required fields are labeled with **Red** text and must be completed before the report can be submitted.

### **SECTION 1. CURRENT STATUS OF THIS INCIDENT**

- **Status.** This is a required field. Select the overall status (**green**, **yellow**, **red**, or **gray**) of the incident from the picklist.
- **Prognosis.** This is a required field. Select the prognosis (worsening, improving, stable, or unknown) of the incident from the picklist.
- **Incident Name.** This is a system generated auto-fill field and is completed based on the Incident Type and Location Name. This field cannot be changed by the user.
- **Incident Number.** This is a system generated auto-fill field and is completed by the data base. This field cannot be changed by the user.

### **SECTION 2. CRITICAL INFORMATION**

- **Incident Type.** This is a required field. Select the incident type from the picklist. A list of incident types is available in Appendix E. If the type of incident is not found in the picklist, it can be temporarily added to the picklist.
- **Location Name.** This is a required field. Enter the city and state where the incident occurred.
- **Severity.** This is a picklist. Select the severity (major, minor, or unknown) from the picklist.

- **Incident Date and Time.** This is a system generated auto-fill field and can be re-set or changed to show a particular date and/or time. This field is completed based on the date and time set on the server, which is Eastern Standard Time.
- **Related Event.** This is a picklist. Select the event that the incident is related to from the picklist. Keep in mind that an event is the overarching occurrence and the incident is the thing that happens because of an event.
- **Distribution Level.** This is a picklist. Select the distribution level from the picklist (Open – public release, Proprietary – business confidential, or Sensitive – not for public release).
- **Status as of Date.** This is a system generated auto-fill field and can be re-set or changed to show a particular date and/or time. This field is completed based on the date and time set on the server, which is Eastern Standard Time.
- The next six fields (fatalities, injuries, evacuations, building damages, utilities damage, and road damage) are picklists (Heavy, Moderate, Light, or None) and can be completed as information becomes available. The default is unknown.
- **Description.** This is a text field. Complete this field by either typing text into the box or cutting and pasting text into the box from other computer applications.
- **Critical Issues:** This is a text field. Complete this field by either typing text into the box or cutting and pasting text into the box from other computer applications.
- **Response/Actons/Priorities.** This is a text field. Complete this field by either typing text into the box or cutting and pasting text into the box from other computer applications.
- **Attachments.** Use this field to attach another document to the report. It is possible is attach more than one document to a report.

### SECTION 3. WHO'S IN CHARGE

- **Lead Agency.** This is a picklist. Select the agency who is in charge of responding to the incident from the picklist. If the lead agency is not found in the picklist, it can be temporarily added to the picklist.
- **Supporting Agency.** This is a text field. Complete this field by typing the agency that is supporting the state or local authorities.
- **Contact Info.** This is a text field. Complete the field by typing the name, phone number, and e-mail address of the person who people should contact about the report.



## SECTION 4. LOCATION

- **State**. This is a picklist. Select the State or U.S. Territory the incident occurred in from the picklist.
- **Region**. This is a picklist. Select the Region (keep in mind that AIM uses DOT's 10 standard regions) from the picklist.
- **Geo Locate By**. This section allows the user to locate an incident on a map either by entering the longitude and latitude or by clicking on the "Map" button and locating the incident manually.
- **Additional Location Details**. This is a text field. Complete the field by typing any additional details about the incident location.
- **ICP (Incident Command Post) Location**. This is a text field. Complete the field by typing the location of the ICP. The ICP is normally located away from the incident scene.
- **Send Notification to DOT HQ**. This is a picklist with two options, Yes or No. The default is always No. When yes is selected, an e-mail notification is sent to OET.
- **Send Notification to Others**. This is a picklist with two options, Yes or No. The default is always No. When you want to notify someone of a report being submitted into AIM, select Yes, and then enter their e-mail address into the box provided.
- **Document Created By** and **Last Modified By** are auto-fill fields and are completed based on the user's name.

**When you have finished completing the Incident Report form, click on the "Submit" button located at the top of the form.**

## **EVENT REPORT**

1. To create a new Event Report, click on the "Event Report" button located in the Top Frame.
2. An Event Report form will appear in the edit window. Enter information directly into this form. A description of the fields are listed below:

**NOTE**: Required fields are labeled with **Red** text and must be completed before the report can be submitted.

## SECTION 1. CURRENT STATUS OF THIS INCIDENT

- **Event Name.** This is a required field and it is a text field. Complete the field by typing the name of the event directly into the box. Event names should be unique, for example, Hurricane Fran, Northridge Earthquake, Y2K Activation, etc.
- **Status.** This is a required field. Select the overall status (green, yellow, red, or gray) of the incident from the picklist.
- **Prognosis.** This is a required field. Select the prognosis (worsening, improving, stable, or unknown) of the incident from the picklist.

## SECTION 2. INFORMATION ABOUT THIS EVENT

- **Status as of Date.** This is a system generated auto-fill field and can be re-set or changed to show a particular date and/or time. This field is completed based on the date and time set on the server, which is Eastern Standard Time.
- **Distribution Level.** This is a picklist. Select the distribution level from the picklist (Open – public release, Proprietary – business confidential, or Sensitive – not for public release).
- **Event Type.** This is a picklist. Select the event type from the picklist. A list of event types is available in Appendix E. If the type of event is not found in the picklist, it can be temporarily added to the picklist.
- **Severity.** This is a picklist. Select the severity (major, minor, or unknown) from the picklist.
- **Event Date and Time.** This is a system generated auto-fill field and can be re-set or changed to show a particular date and/or time. This field is completed based on the date and time set on the server, which is Eastern Standard Time.
- **Event Location.** This is a text field. Complete the field by typing in the location of the event (i.e., city and state).
- **Event Description.** This is a text field. Complete this field by either typing text into the box or cutting and pasting text into the box from other computer applications. Provide as much detail as possible about the event.
- **Lead Agency.** This is a picklist. Select the agency who is in the lead of responding to the event from the picklist. If the lead agency is not found in the picklist, it can be temporarily added to the picklist.

● **Contact Info.** This is a text field. Complete the field by typing the name, phone number, and e-mail address of the person who people should contact about the event report.

● **Comments.** This is a text field. Complete this field by either typing text into the box or cutting and pasting text into the box from other computer applications.

● **Send Notification to DOT HQ.** This is a picklist with two options, Yes or No. The default is always No. When yes is selected, an e-mail notification is sent to OET.

● **Send Notification to Others.** This is a picklist with two options, Yes or No. The default is always No. When you want to notify someone of a report being submitted into AIM, select Yes, and then enter their e-mail address into the box provided.

● **Document Created By** and **Last Modified By** are auto-fill fields and are completed based on the user's name.

**When you have finished completing the Event Report form, click on the “Submit” button located at the top of the form.**

## **MISSION CRITICAL REPORT**

1. To create a new Mission Critical Report, click on the “Mission Critical” button located in the Top Frame.
2. A dialog box will appear. From the picklist, choose your agency.
3. Press “OK.”
4. A Mission Critical Report form will appear in the edit window. Enter information directly into this form. A description of the fields are listed below:

**NOTE:** Required fields are labeled with **Red** text and must be completed before the report can be submitted.

### **SECTION 1. SYSTEM**

● **Agency.** This is a system generated auto-fill field and is completed based on the Agency selected from the initial dialog box. This field cannot be changed by the user.

● **System Name.** **This is a required field.** Select the system from the picklist. If the system is not found in the picklist, it can be temporarily added.

## SECTION 2. SYSTEM STATUS

● **Status as of Date.** This is a system generated auto-fill field and can be re-set or changed to show a particular date and/or time. This field is completed based on the date and time set on the server, which is Eastern Standard Time.

● **Distribution Level.** This is a picklist. Select the distribution level from the picklist (Open – public release, Proprietary – business confidential, or Sensitive – not for public release).

● **Description of System Failure.** This is a text field. Complete this field by either typing text into the box or cutting and pasting text into the box from other computer applications.

● **Impact of System Failure.** This is a text field. Complete this field by either typing text into the box or cutting and pasting text into the box from other computer applications.

● **Anticipated Date & Time Operational.** Click on the “Set” button to enter the date and time the system is expected to be back in operation.

● **Contact Info.** This is a text field. Complete the field by typing the name, phone number, and e-mail address of the person who people should contact about the event report.

● **Send Notification to DOT HQ.** This is a picklist with two options, Yes or No. The default is always No. When yes is selected, an e-mail notification is sent to OET.

● **Send Notification to Others.** This is a picklist with two options, Yes or No. The default is always No. When you want to notify someone of a report being submitted into AIM, select Yes, and then enter their e-mail address into the box provided.

● **Document Created By** and **Last Modified By** are auto-fill fields and are completed based on the user’s name.

**When you have finished completing the Mission Critical Report form, click on the “Submit” button located at the top of the form.**

### **CMC ADVISORY REPORT**

1. To create a new Incident Report, click on the “Incident Report” button located in the Top Frame.
2. An Incident Report form will appear in the edit window. Enter information directly into this form. A description of the fields are listed below:

**NOTE:** Required fields are labeled with **Red** text and must be completed before the report can be submitted.

- **Report No.** **This is a required field.** Complete the field by entering the number of the report. “Draft” is the default setting. When the report is considered final, delete the word “draft” and submit it.
- **Status as of Date.** This is a system generated auto-fill field and can be re-set or changed to show a particular date and/or time. This field is completed based on the date and time set on the server, which is Eastern Standard Time.
- **Advisory.** This is a text field. Complete this field by either typing text into the box or cutting and pasting text into the box from other computer applications.
- **Source.** This is a text field. Complete the field by typing in the source or sources from whom you received information in order to complete the CMC Advisory.
- **Contact Info.** This is a text field. Complete the field by typing the name, phone number, and e-mail address of the person who people should contact about the advisory report.
- **Attachments.** Use this field to attach another document to the report. It is possible to attach more than one document to a report.
- **Send Notification to DOT HQ.** This is a picklist with two options, Yes or No. The default is always No. When yes is selected, an e-mail notification is sent to OET.
- **Send Notification to Others.** This is a picklist with two options, Yes or No. The default is always No. When you want to notify someone of a report being submitted into AIM, select Yes, and then enter their e-mail address into the box provided.
- **Document Created By** and **Last Modified By** are auto-fill fields and are completed based on the user’s name.

**When you have finished completing the CMC Advisory Report form, click on the “Submit” button located at the top of the form.**

## **DUTY LOG**

1. To create a new Duty Log Report, click on the “Duty Log” button located in the Top Frame.
2. A dialog box will appear. From the picklist, choose your agency and region.
3. Press “OK.”

4. A Duty Log Report form will appear in the edit window. Enter information directly into this form. A description of the fields are listed below:

**NOTE:** Required fields are labeled with **Red** text and must be completed before the report can be submitted.

● **Entry as of.** This is a system generated auto-fill field. This field is completed based on the date and time set on the server, which is Eastern Standard Time.

● **Duty Position.** **This is a required field.** Select your duty position from the picklist. A list of position types is available in Appendix E.

● **Agency.** This is a system generated auto-fill field and is completed based on the Agency selected from the initial dialog box.

● **Region/Office.** This is a system generated auto-fill field and is completed based on the Agency selected from the initial dialog box.

● **Subject.** **This is a required field.** Enter the subject of the duty log entry.

● **Duty Log Entry.** This is a text field. Complete this field by either typing text into the box or cutting and pasting text into the box from other computer applications.

● **Send Notification to DOT HQ.** This is a picklist with two options, Yes or No. The default is always No. When yes is selected, an e-mail notification is sent to OET.

● **Send Notification to Others.** This is a picklist with two options, Yes or No. The default is always No. When you want to notify someone of a report being submitted into AIM, select Yes, and then enter their e-mail address into the box provided.

● **Document Created By** and **Last Modified By** are auto-fill fields and are completed based on the user's name.

**When you have finished completing the Duty Log Report form, click on the "Submit" button located at the top of the form.**

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# APPENDIX A

## GREEN, YELLOW, RED DEFINITIONS



## GREEN, YELLOW, RED DEFINITIONS

GREEN: Normal operation (with normally expected disruptions), regardless of cause.

YELLOW: Disruption or other than normal operations.





























































































RED: Significant disruption or safety threat.

# APPENDIX B

































































































## INCIDENT ICONS



































































































**Incident Type****Icon**

	Red - Major	Yellow - Minor	Green - Resolved	Gray - Unknown
Not Yet Designated				
Airplane Crash				
Assassination				
Automobile Accident				
Avalanche				
Bridge Damage/Collapse				
Building Collapse				
Civil Disturbance				
Computer System Damage/Failure				
Dam Failure/Damage				
Downed Power Line				
Drug Seizure				
Earthquake				
Epidemic				
Evacuation				
Explosion				
Fire				
Fire - Structure				
Fire - Wild Land				
Fire- Storm				
Flood				
Flood- Flash				
Freeway Damage/Closure				

**Incident Type****Icon**

Hazardous Material Incident- Biological				
Hazardous Material Incident- Chemical				
Hazardous Material Incident- Oil/Petroleum				
Hazardous Material Incident- Radiological				
Hazardous Material Incident- Unknown				
Insect Infestation				
Labor Action- Vital Public Service				
Land Slide				
Levee Damage/Break				
Missing Person				
Mud Slide				
Nuclear Facility Accident/Incident				
Police Incident				
Protest March/Rally				
Public Welfare and Shelter				
Road Damage/Closure				
Severe Weather- Blizzard/Snow Storm				
Severe Weather- Drought				
Severe Weather- Freeze				
Severe Weather- Hail Storm				
Severe Weather- Hurricane				
Severe Weather- Other				
Severe Weather- Storm				
Severe Weather- Tornado				

<u>Incident Type</u>	<u>Icon</u>			
Severe Weather- Wind				
Terrorist Incident- Biological				
Terrorist Incident- Bombing				
Terrorist Incident- Chemical				
Terrorist Incident- Cyber				
Terrorist Incident- Other				
Terrorist Incident- Radiological				
Terrorist Incident- Shooting/Hostage				
Terrorist Threat- Biological				
Terrorist Threat- Bombing				
Terrorist Threat- Chemical				
Terrorist Threat- Cyber				
Terrorist Threat- Other				
Terrorist Threat- Radiological				
Terrorist Threat- Shooting/Hostage				
Test				
Train Wreck/Accident				
Tsunami				
Utilities Incident- Communications System Damage/Failure				
Utilities Incident- Electrical System- Damage/Failure				
Utilities Incident- Natural Gas Line Damage/Failure/Explosion				
Utilities Incident- Other				
Utilities Incident- Sewer System Damage/Failure				
Utilities Incident- Water System Damage/Failure				
Default				



# APPENDIX C

## SITUATION REPORT TRANSPORTATION IMPACT SECTIONS AND ESSENTIAL ELEMENTS OF INFORMATION



## DOT Headquarters

The fields below are text fields. You can enter text by either typing directly into the boxes or cutting and pasting text from another application. The “Add Summary” button can also be used to automatically roll up the situation summaries from the latest modal situation reports from headquarters. (**NOTE**: This feature only applies to the DOT Headquarters Situation Report.)

TRANSPORTATION IMPACT	
Add Summaries	
Air:	
Rail:	
Highways:	
Marine:	
Transit:	
Pipelines:	
Motor Carrier Safety:	
Highway Traffic Safety:	

## DOT Regions

The fields below are text fields. You can enter text by either typing directly into the boxes or cutting and pasting text from another application.

TRANSPORTATION IMPACT	
Air:	<input type="text"/>
Rail:	<input type="text"/>
Highways:	<input type="text"/>
Marine:	<input type="text"/>
Transit:	<input type="text"/>
Pipelines:	<input type="text"/>
Motor Carrier Safety:	<input type="text"/>
Highway Traffic Safety:	<input type="text"/>

# FAA

## Headquarters and Regions

TRANSPORTATION IMPACT

<div style="margin-bottom: 5px;"># Scheduled Service Delays: <input style="width: 150px;" type="text"/></div> <div style="margin-bottom: 5px;"># Scheduled Service Cancellations: <input style="width: 150px;" type="text"/></div> <div style="margin-bottom: 5px;"># Grounded Aircraft: <input style="width: 150px;" type="text"/></div> <div style="margin-bottom: 5px;"># Aircraft Accidents/Incidents: <input style="width: 150px;" type="text"/></div> <div style="margin-bottom: 5px;">Terminal Status: <small>(Ticket counters, security, detectors etc.)</small> <input style="width: 150px;" type="text" value="Select One"/></div> <div style="margin-bottom: 5px;">Terminal Equipment: <small>(Flight monitors, baggage conveyors etc.)</small> <input style="width: 150px;" type="text" value="Select One"/></div> <div style="margin-bottom: 5px;">Airport Amenities: <small>(Parking lots, shuttles etc.)</small> <input style="width: 150px;" type="text" value="Select One"/></div> <div style="margin-bottom: 5px;">Air Traffic Control Systems: <input style="width: 150px;" type="text" value="Select One"/></div> <div style="margin-bottom: 5px;">Flight Service Stations: <input style="width: 150px;" type="text" value="Select One"/></div> <div style="margin-bottom: 5px;">Operation Centers: <input style="width: 150px;" type="text" value="Select One"/></div> <div style="margin-bottom: 5px;">Admin. Offices: <input style="width: 150px;" type="text" value="Select One"/></div> <div style="margin-bottom: 5px;">Other: <small>(Please Specify)</small> <input style="width: 150px;" type="text" value="Select One"/></div>	<div style="border: 2px solid red; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;"><b>Numerical fields.</b></p> <p>These fields will only accept numbers. Enter the appropriate number for each EEI.</p> </div> <div style="margin-bottom: 10px;"> <p style="text-align: center;">Comments</p> <input style="width: 100%; height: 20px;" type="text"/>  <input style="width: 100%; height: 20px;" type="text"/>  <input style="width: 100%; height: 20px;" type="text"/>  <input style="width: 100%; height: 20px;" type="text"/>  <input style="width: 100%; height: 20px;" type="text"/>  <input style="width: 100%; height: 20px;" type="text"/>  <input style="width: 100%; height: 20px;" type="text"/> </div> <div style="border: 2px solid blue; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"><b>Text fields</b></p> <p>Enter any comments that may be necessary or appropriate.</p> </div>
--	--

**Picklist.**

Select the appropriate operational status color -- green, yellow, red, or gray.

# FHWA

## Headquarters and Regions

TRANSPORTATION IMPACT		
Road Closures:	<div style="border: 1px solid black; padding: 2px;">Select One</div>	<div style="border: 1px solid black; height: 20px;"></div>
Traffic Congestion:	<div style="border: 1px solid black; padding: 2px;">Select One</div>	<div style="border: 1px solid black; height: 20px;"></div>
Traffic Signals:	<div style="border: 1px solid black; padding: 2px;">Select One</div>	<div style="border: 1px solid black; height: 20px;"></div>
Toll Facilities:	<div style="border: 1px solid black; padding: 2px;">Select One</div>	<div style="border: 1px solid black; height: 20px;"></div>
Traffic Management Centers:	<div style="border: 1px solid black; padding: 2px;">Select One</div>	<div style="border: 1px solid black; height: 20px;"></div>
Motorist Aid Systems:	<div style="border: 1px solid black; padding: 2px;">Select One</div>	<div style="border: 1px solid black; height: 20px;"></div>
Field Offices:	<div style="border: 1px solid black; padding: 2px;">Select One</div>	<div style="border: 1px solid black; height: 20px;"></div>
Other:(Please specify)	<div style="border: 1px solid black; padding: 2px;">Select One</div>	<div style="border: 1px solid black; height: 20px;"></div>

**Picklist.**  
Select the appropriate operational status color -- green, yellow, red, or gray.

**Text fields**  
Enter any comments that may be necessary or appropriate.

# FMCSA

## Headquarters and Regions

TRANSPORTATION IMPACT

	Comments
CMV Accidents:	
CMV H/M Incidents:	
Emergency Exemptions:	
Road Closures:	
Field Offices:	

**Numerical fields.**  
These fields will only accept numbers. Enter the appropriate number for each EEI.

**Picklist.**  
Select the appropriate operational status color -- green, yellow, red, or gray.

**Text fields**  
Enter any comments that may be necessary or appropriate.

# FRA

## Headquarters and Regions

TRANSPORTATION IMPACT	
# Schedule Service Delays:	<input style="width: 95%;" type="text"/>
# Schedule Service Cancellations:	<input style="width: 95%;" type="text"/>
Signals and Switches:	<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Select One</span> <span>▼</span> </div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Wayside Detection and Monitoring Systems:	<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Select One</span> <span>▼</span> </div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Safety Related Issues:	<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Select One</span> <span>▼</span> </div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Operational Status of Offices:	<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Select One</span> <span>▼</span> </div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Communications Systems:	<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Select One</span> <span>▼</span> </div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	<div style="text-align: right; font-weight: bold; padding-right: 10px;">Comments</div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

### Numerical fields.

These fields will only accept numbers. Enter the appropriate number for each EEI.

### Picklist.

Select the appropriate operational status color -- green, yellow, red, or gray.

### Text fields

Enter any comments that may be necessary or appropriate.

# FTA

## Headquarters and Regions

TRANSPORTATION IMPACT		
	Status	Comments
Bus Cancellations/Delays:	Select One	
Bus Accidents/Incidents:	Select One	
Subway/Light Rail Cancellations/Delays:	Select One	
Subway/Light Rail Accidents/Incidents:	Select One	
Commuter Rail Cancellations/Delays:	Select One	
Commuter Rail Accidents/Incidents:	Select One	
Harbor Ferry Cancellations/Delays:	Select One	
Harbor Ferry Accidents/Incidents:	Select One	
Other Mass Transit Service:	Select One	
Signaling/Switching Equipment:	Select One	
Major Equipment Servicing Yards:	Select One	
Others:(Please specify)	Select One	

**Picklist.**  
Select the appropriate operational status color -- green, yellow, red, or gray.

**Text fields**  
Enter any comments that may be necessary or appropriate.



## USCG and MARAD Headquarters and Regions

TRANSPORTATION IMPACT		Comments
Military Post Outlead:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
CINC Support: (Wartime & Peacetime)	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
High Capacity Passenger Vessel or National Interest SAR:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
Marine Disaster:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
Oil Hazardous Substance Spill:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
Alien Migrant Interdiction Operations:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
Civil Disturbance:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
Natural Disaster:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
Anti/Counter Terrorism:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
Other Significant Incidents: (national/local interest)	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>

**Radio Buttons**  
Select either Yes or No

**Text fields**  
Enter any comments that may be  
necessary or appropriate.

# NHTSA

## Headquarters and Regions

**Picklist.**  
 Select the appropriate operational status color -- green, yellow, red, or gray.

**TRANSPORTATION IMPACT**

Navigation Systems:	<input type="text" value="Select One"/>
Emission Control Systems:	<input type="text" value="Select One"/>
Powertrain Management:	<input type="text" value="Select One"/>
Anti-Lock Braking Systems:	<input type="text" value="Select One"/>
Suspension Systems:	<input type="text" value="Select One"/>
Inflatable Restraint Devices:	<input type="text" value="Select One"/>
Real-time Instruments:	<input type="text" value="Select One"/>
Seat Devices:	<input type="text" value="Select One"/>
Steering Devices:	<input type="text" value="Select One"/>
Mirror Positioning Devices:	<input type="text" value="Select One"/>
Lighting Systems:	<input type="text" value="Select One"/>
Communications Systems:	<input type="text" value="Select One"/>

States' Reporting Systems:	<input type="text" value="Select One"/>
Data Processing Systems:	<input type="text" value="Select One"/>
Queries and Reports:	<input type="text" value="Select One"/>
Operating Under Contingency Plan?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Emergency Vehicles:	<input type="text" value="Select One"/>
Medical Devices:	<input type="text" value="Select One"/>
Availability:	<input type="text" value="Select One"/>
Operating Under Contingency Plan?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Comments**

**Comments**

**Comments**


**Radio Buttons**  
 Select either Yes or No

**Text fields**  
 Enter any comments that may be necessary or appropriate.

## **CIO, OIS, and PUBLIC AFFAIRS**

### **Headquarters and Regions**

The Chief Information Office, Office of Intelligence and Security, and the Office of Public Affairs do not report on any Essential Elements of Information. Therefore, the Transportation Impact Section is not applicable to those offices.

#### **TRANSPORTATION IMPACT**

**Not Applicable**

## RSPA

### Headquarters and Regions

TRANSPORTATION IMPACT	
# of Pipeline Outages:	<input type="text"/>
# of Pipeline Service Disruptions:	<input type="text"/>

**Numerical fields.**

These fields will only accept numbers. Enter the appropriate number for each EEL.

# APPENDIX D

## STANDARD DOT REGIONS



# APPENDIX E

## PICKLISTS



## DOT Duty Positions

The below list appears in the Duty Log to select a position:

- |                         |                              |
|-------------------------|------------------------------|
| ● CMC-02 (FHWA)         | ● CMC-14 (FTA)               |
| ● CMC-03 (FRA)          | ● CMC-15 (FMCSA)             |
| ● CMC-04 (RSPA)         | ● CMC-16 (OIS)               |
| ● CMC-05 (FAA)          | ● CMC-17 (Public Affairs)    |
| ● CMC-06 (Ops Chief)    | ● CMC-18 (Deputy Ops. Chief) |
| ● CMC-07 (USCG)         | ● CMC-19 (CIO)               |
| ● CMC-08 (BTS)          | ● Crisis Manager             |
| ● CMC-09 (DOD)          | ● ESF-1                      |
| ● CMC-11 (NHTSA)        | ● MCC                        |
| ● CMC-12 (Admin. Staff) | ● RETREP                     |
| ● CMC-13 (MARAD)        | ● Other                      |

## Event Type

The below list of event types appear in the Event Report:

- |                                  |   |
|----------------------------------|---|
| ● Airplane Crash                 | ● Biological Hazardous Material Incident-Chemical |
| ● Assassination                  | ● Hazardous Material Incident-Oil/Petroleum       |
| ● Automobile Accident            | ● Hazardous Material Incident-Radiological        |
| ● Avalanche                      | ● Hazardous Material Incident-Unknown             |
| ● Bridge Damage/Collapse         | ● Insect Infestation                              |
| ● Building Collapse              | ● Labor Action- Vital Public Service              |
| ● Civil Disturbance              | ● Land Slide                                      |
| ● Computer System Damage/Failure | ● Levee Damage/Break                              |
| ● Dam Failure/Damage             | ● Marine Disaster                                 |
| ● Downed Power Line              | ● Missing Person                                  |
| ● Drug Seizure                   | ● Mud Slide                                       |
| ● Earthquake                     | ● Not Yet Designated                              |
| ● Epidemic                       | ● Nuclear Facility Accident/Incident              |
| ● Evacuation                     | ● Oil - Hazardous Substance                       |
| ● Explosion                      | ● Police Incident                                 |
| ● Fire                           | ● Port Closure - Disruption                       |
| ● Fire- Storm                    | ● Ports and Waterways                             |
| ● Fire- Structure                | ● Protest March/Rally                             |
| ● Fire- Wild Land                |   |
| ● Flood                          |   |
| ● Flood- Flash                   |   |
| ● Freeway Damage/Closure         |   |
| ● Hazardous Material Incident-   |   |

- Public Welfare and Shelter
- Road Damage/Closure
- Severe Weather- Blizzard/Snow Storm
- Severe Weather- Drought
- Severe Weather- Freeze
- Severe Weather- Hail Storm
- Severe Weather- Hurricane
- Severe Weather- Other
- Severe Weather- Storm
- Severe Weather- Tornado
- Severe Weather- Wind
- Terrorist Incident- Biological
- Terrorist Incident- Bombing
- Terrorist Incident- Chemical
- Terrorist Incident- Cyber
- Terrorist Incident- Other
- Terrorist Incident- Radiological
- Terrorist Incident- Shooting/Hostage
- Terrorist Threat- Biological
- Terrorist Threat- Bombing
- Terrorist Threat- Chemical
- Terrorist Threat- Cyber
- Terrorist Threat- Other
- Terrorist Threat- Radiological
- Terrorist Threat- Shooting/Hostage
- Test
- Train Wreck/Accident
- Tsunami
- Utilities Incident- Communications System Damage/Failure
- Utilities Incident- Electrical System Damage/Failure
- Utilities Incident- Natural Gas Line Damage/Failure/Explosion
- Utilities Incident- Other
- Utilities Incident- Sewer System Damage/Failure
- Utilities Incident- Water System Damage/Failure
- Vessel Aground

## Incident Type

The below list of incident types appear in the Incident Report:

- Airplane Crash
- Assassination
- Automobile Accident
- Avalanche
- Bridge Damage/Collapse
- Building Collapse
- CG AMIO
- CG Anti/counter Terrorism
- CG CINC Support
- CG COTP Enforcement
- CG Marine Environmental Resp.
- CG Maritime Law Enforcement
- CG Military Outload
- CG Natural Disaster Response
- CG SAR
- CG Support to Civil Authorities
- CG Systems Failure
- CG Waterways Management
- Civil Disturbance
- CMV Hazardous Material Incident
- Commerical Vehicle Accident
- Computer System Damage/Failure
- Dam Failure/Damage
- Downed Power Line
- Drug Seizure
- Earthquake
- Epidemic
- Evacuation
- Explosion
- Fire



- Fire- Storm
- Fire- Structure
- Fire- Wild Land
- Flood
- Flood- Flash
- Freeway Damage/Closure
- Hazardous Material Incident- Biological
- Hazardous Material Incident- Chemical
- Hazardous Material Incident- Oil/Petroleum
- Hazardous Material Incident- Radiological
- Hazardous Material Incident- Unknown
- Headquarter's Resource Tracking
- Insect Infestation
- Labor Action- Vital Public Service
- Land Slide
- Levee Damage/Break
- MARAD Cargo Movement
- MARAD Passenger Movement
- Missing Person
- Mud Slide
- Not Yet Designated
- Nuclear Facility Accident/Incident
- Police Incident
- Protest March/Rally
- Public Welfare and Shelter
- Regional Resource Tracking
- Road Damage/Closure
- Severe Weather- Blizzard/Snow Storm
- Severe Weather- Drought
- Severe Weather- Freeze
- Severe Weather- Hail Storm
- Severe Weather- Hurricane
- Severe Weather- Other
- Severe Weather- Storm
- Severe Weather- Tornado
- Severe Weather- Wind
- Terrorist Incident- Biological
- Terrorist Incident- Bombing
- Terrorist Incident- Chemical
- Terrorist Incident- Cyber
- Terrorist Incident- Other
- Terrorist Incident- Radiological
- Terrorist Incident- Shooting/Hostage
- Terrorist Threat- Biological
- Terrorist Threat- Bombing
- Terrorist Threat- Chemical
- Terrorist Threat- Cyber
- Terrorist Threat- Other
- Terrorist Threat- Radiological
- Terrorist Threat- Shooting/Hostage
- Test
- Train Wreck/Accident
- Tsunami
- Utilities Incident- Communications System Damage/Failure
- Utilities Incident- Electrical System Damage/Failure
- Utilities Incident- Natural Gas Line Damage/Failure/Explosion
- Utilities Incident- Other
- Utilities Incident- Sewer System Damage/Failure
- Utilities Incident- Water System Damage/Failure

## Lead Agency

The below list of lead agencies appears in both the Incident and Event Reports:

- |       |        |         |
|-------|--------|---------|
| ● DOD | ● FAA  | ● FHWA  |
| ● DOT | ● FEMA | ● FMCSA |

- FRA
- FTA
- MARAD
- MCC

- NHTSA
- SLSDC
- OST/CIO
- OST/OIS

- OST/PA
- RSPA
- USCG

## Mission Critical Systems

The below list of mission critical systems appear in the Mission Critical Report for **BTS**:

- OIA Airline Data

The below list of mission critical systems appear in the Mission Critical Report for **FAA**:

- |                  |                      |
|------------------|----------------------|
| ● 32-8F          | ● AGL-MK-II ILS      |
| ● AAD-50 LAN     | ● AGL-MK-III ILS     |
| ● AAD-60 LAN     | ● AGL-PC/LANs        |
| ● AAIRS          | ● AHR-LAN            |
| ● AAL-LAN/WAN    | ● AHR-PC'S           |
| ● AAM            | ● AIP                |
| ● AAWBS          | ● AIP-ARS            |
| ● ABA-LAN        | ● AIS-DEC Alpha      |
| ● ABA-PCS        | ● AIS/GIMS-II        |
| ● ABC LAN        | ● AIT-LAN            |
| ● ACAIS          | ● ALS TSCS           |
| ● ACE            | ● ALSF               |
| ● ACELAN         | ● ALSF-2             |
| ● ACEPS          | ● AMA-200 Classrooms |
| ● ACI Secure LAN | ● AMA-300 Classrooms |
| ● ACME           | ● AMA-500 Classrooms |
| ● ACQUIRE        | ● AMA-600 Classrooms |
| ● ACSMS          | ● AMA-LAN            |
| ● ACT            | ● AMASS              |
| ● ADADS          | ● AMCS - Air/Ground  |
| ● ADAS           | International        |
| ● ADTN-2000      | ● AMH-LAN            |
| ● ADU            | ● AMI-NET            |
| ● AEA-LAN/WAN    | ● AMIS               |
| ● AF BUDGET      | ● AML-PC'S           |
| ● AFDPS/VFDIO    | ● AML-SERVER         |
| ● AFIS           | ● AMP-LAN            |
| ● AFM            | ● AMQ-LAN            |
| ● AFSS Lab       | ● AMZ FRAN           |
| ● AFSS PCS       | ● AMZ Net            |
| ● AFTPS          | ● ANE-LAN            |

- ANEDAFIS-EXT2
- ANICS
- ANM PC/LAN
- AOCNET-Firewall
- ARMS UNIT2
- ARSR
- ARSR-3 RMM
- ARSR-4
- ARTS (O2FZ)
- ARTS IIA
- ARTS IIIA
- ARTS IIIE
- ASAS-AVR (MF)
- ASAS-AVR (PC & C/S APS)
- ASDE
- ASDE\_X
- ASI
- ASIS
- ASO-PC/LAN
- ASOS
- ASR
- ASR - 9
- ASR 7, 8 RMS
- ASR\_11
- ASR\_9\_Pac
- ASR\_WSP
- AST LAN
- ASU
- ASW-LAN
- ASW-RPMMS
- ATA LABS
- ATCBI
- ATCBI\_Rpl
- ATCRBS TEST SET
- ATDS
- ATS LAN/WAN
- AUTOGEN
- Avion Lab
- AVN Lab
- AVR-COTS & HARDWARE
- AWIS
- AWOS
- AWP-PC/LAN
- BAAM
- BAS
- BCS
- BDX-BDA
- BEACON PRF
- DESYNCHRONIZER
- BERMS
- BMS
- BOS RMS
- BPCY-PCS
- BRITE
- BRTT
- BUDGET
- BUEC
- BWM
- BYTEX
- CAEG
- CARF
- CARTS
- CASIS
- CBI
- CCMAIL
- CCMIS
- CCMS
- CD-1 with WFMU
- CD-2
- CDR PLOT
- CDS
- CHEKTRAC
- CHKRBD
- Cisco Routers IOS
- CMD Laptops
- CML
- COMBINER
- COMM MUX
- cpad
- CPDLC\_IATN
- CPMIS
- CPMIS-AWP
- CREDCARD
- CTAS
- ctx5000
- CUPS
- CUPS-AEA
- CUPS-AWP
- CV4400
- DAFIS
- DAFIS MIR/DW w/FAFQ  
(front-end)

● Dafis Spt	● FMA
● DAFIS-AEA	● FMF
● DAFIS-ASW	● FMIS
● DAFIS-AWP	● FMS
● DASI	● FN
● DBRITE	● FOIA
● DC BUS SYSTEMS	● FOTS
● DELPHI	● FPS
● DF	● FRBS
● DME	● FSAS
● DME-ASII	● FSAS Lab
● DMN DATAMUX	● FSEP/QA
● DMN STATMUX	● FSRs
● Docs_Open	● FSTMS
● DOTS	● GFIS
● DSR_Oper	● GNS-XLS FMS
● DSSC	● GNSSU
● DUI/DWI	● GTRS
● DVR	● HCVR
● EARTS	● HDNASLAN
● ECS	● heimann
● EDS	● HOCSR
● EE (OPM)	● HOCSR_OC
● EG	● HOST ENVIRONMENT
● egg_xray	● HU
● egis	● HVAC
● EGIS_II	● IAPA
● EGS	● ICEMAN
● ELG/ILS	● ICSS DENRO
● ENET_HDN	● ICSS LITTON TYPE 2, 3
● EPAT	● ICSS Type III-Denro
● ERMS	● IDS
● ESD	● IHMAS
● ETVS	● IIDS
● EXAMINER	● IKK-GWDS
● EXIDE / IPM BPP	● ILS MK 1
● EXIDE 3000 PCS	● ILS MK10 Non-Fed
● FAATSAT	● ILS MK20
● Facility Management	● ILS Non-Fed ASII
● FAIM	● INTRANET
● FAS	● IOAP
● FECA	● ionscan400
● FEDEX	● IPPS
● FETS ASO	● IQ
● FETS ASW	● itemiser
● FIRS	● ITWS

- IVT
- Kavouras (GWDS)
- LAAS
- LABS
- LAN\_INFRA
- LCU
- LDRCL
- LEASES
- LINGS
- LINE COMPENSATOR
- LINE DRIVER
- LIS
- LLWAS (FA-10239)
- LLWAS (FA-10240)
- LLWAS-NE (FA-10387)
- LLWAS\_RS
- LOA
- Loc FSAS
- LOTS
- LPA
- LPGBS
- LSSS
- LTS
- MALSR
- MALSR W/RMS
- MATES
- MDS
- MEARTS
- METASYS
- MEVA
- MIS
- MLS
- MM/SDG
- MMG - Editing Suites
- MODE S
- MP
- MSC-2000
- MT
- MTDS
- MTDVR
- MULTICOUPLER
- MX-8757/UPX
- NACCS
- NADIN I
- NADIN II
- NASPAS
- NASR-odms
- NASTEP
- NASTOOLS
- NATS
- NDB
- NDB, FA-9589
- NDS
- NEXRAD
- NPIAS-CIP
- NRTS
- NSKED
- OACIS
- OARMIS
- OAS
- OASIS
- OASIS-AFS
- OCS
- ODALS
- OFDPS
- OPS-FMS
- OPSNET
- OR
- ORL
- OSDS
- OSTs
- OTS
- PAM
- PAPI
- PAPI w/RMS
- PBX-ACE
- PE
- PET-2000
- PFC
- PIT
- PPIMS
- PR
- PRM
- qm\_nqr
- Radac PC
- RBDE
- RBPM
- RCE
- RCIU
- RCL
- RCL ANMS
- RCOM

- RDAS (APET)
- RDVS LITTON
- RDVS\_IIA
- REGISTRY-AFS
- REIL
- RFI\_Comb
- RFI\_LPA
- RFI\_Mcplr
- RITA
- RML
- RMMS
- RO/SMP
- RRCS
- RRWDS
- RSS
- RTF Realtime
- RTP
- RUMS
- RVCS-AGL
- RVCS-ASW
- RVR
- RVR (FA10268)
- SCDR
- SDM
- SENSIS CORRELATOR
- SG-841/UPX
- SHIFTLOGIC
- Simplex
- SL-100 Tel. Sw.
- SN
- sp\_cbt
- SPAS-AFS
- SS
- SSAS
- SSRBD
- SSS
- STARS
- SWIFT
- SWIGE
- TARDIS
- TCAS
- TDLS
- TDWR
- TELECOM
- Terminal IFR Labs
- TFM\_I\_ETMS
- TIMS
- TML-3, TML
- TNL-8100 GPS
- TOTS
- TPDS
- TPX-42
- TRAFFIC COUNT
- TRAINING INFORMATION  
SYSTEM
- TRVSS
- TSSC
- TST
- TTS+
- TVRSS/RSSS
- TX/RX
- UPM-155
- UPS/PCS
- US NOTAMS
- VASI
- VEARS
- VFSS
- vivid\_dual
- VMG
- VMG (FA-8049)
- VMG (FCVM)
- VOR/DME 3G
- VORTAC
- VORTAC, DOPPLER
- VSBP
- VSCS
- VTS
- VTS-AEA
- WAAS
- WARP
- WCIS
- WCS-300B-1, 300B-0
- WIS
- WME
- WMSCR
- WSI-GWDS
- WT/ATR
- WT/TVT
- XBASE APPLICATIONS  
(ASO)
- ZSE RAPPI

The below list of mission critical systems appear in the Mission Critical Report for **FHWA**:

- Budget Reporting System
- Communications & Office Automation
- Contracts & Procurement Information System/CPIS
- Fiscal Management Information System/FMIS
- Highway Performance Monitoring System/HPMS
- Motor Carrier Management Information System/MCMIS
- National Bridge Inventory/NBI
- Personnel Management Information System/PMIS
- PR-20 Current Bill

The below list of mission critical systems appear in the Mission Critical Report for **FRA**:

- DOT Project Management Information System
- Enforcement Case System
- FRA LAN/WAN
- FRA Rail Network GIS System
- Property Management and Accounting System
- Railroad Safety Information System
- Surface Transportation Board Sample Car Waybill

The below list of mission critical systems appear in the Mission Critical Report for **FTA**:

- ECHO - Electronic Clearing House Operations
- TEAM - Transportation Electronic Award & Management

The below list of mission critical systems appear in the Mission Critical Report for **MARAD**:

- |                        |          |
|------------------------|----------|
| ● CAPOS                | ● SAR    |
| ● CMS                  | ● SCAM   |
| ● KPSSDADLS            | ● SHCP   |
| ● MIMS                 | ● SIPSAM |
| ● PAYDAFIS             | ● STARS  |
| ● RRF ON-BOARD         | ● TESIS  |
| ● ELECTRONIC EQUIPMENT | ● USMMA  |
| ● RRFIMS               | ● VBSST  |

The below list of mission critical systems appear in the Mission Critical Report for **NHTSA**:

- AIMS, Acquisition Information Management System
- AIRMIS(CSI) Air Bag Management Information System

- Biomechanics Database
- CARS II, Compliance Automated Reporting System
- CCMIS, Contract Controls Mgmt. Information System
- CCMISV (VRTC) Contractor Control Mgmt. Info System
- CODES, Crash Outcome Data Evaluation System
- CONQUEST, Conquest
- DAFIS, Departmental Accounting & Finan. Info. Sys.
- DIMS II, Defects Information Management System
- E-DIMS Electronic Defects Information Mgmt. System
- FARS, Fatality Analysis Report System
- GTS, Grants Tracking System
- MCS, Materials Control System
- MVII, Motor Vehicle Import Information
- NASS - GES National Automotive Sampling System-GES
- NASS-EDCS, National Accident Sampling System-EDCS
- NCAP, New Car Assessment Program
- NDR-PDPS, National Driver Register - PDPS
- Office Automation (e-Mail / Word Processing / etc)
- Polk Data - NVPP/NCRLT
- State Data System
- Theft Prevention
- UTQG, Uniform Tire Quality Grading II
- VAX/UNIX systems
- Vehicle Crash Test Database

Below is a list of mission critical systems that appear in the Mission Critical Report for **OIG**:

- Transportation Inspector General Reporting System

Below is a list of mission critical systems that appear in the Mission Critical Report for **OST**:

- Consolidated Personnel Mgmt Info System/CPMIS
- Consolidated Uniform Payroll System/CUPS
- Dept Accounting & Financial Info System/DAFIS
- Integrated Payroll Personnel System/IPPS

Below is a list of mission critical systems that appear in the Mission Critical Report for **RSPA**:

- Center Award Tracking System (CATS)
- Communications
- Contract Administration System (CAS)
- DAFIS Interface System (DIS)



- Executive Information System (EIS)
- Financial Status of Programs (FSOP)
- Full Time Equivalency (FTE)
- Fund Certification
- Hazardous Material Information System (HMIS)
- IMPAC
- Integrated Pipeline Information System (IPIS)
- Invoice Tracking
- Labor
- Minority
- Payroll
- Personnel
- Plan
- Procurement Information Management (PRIM)
- Procurement Status System (PRS)
- Property
- Simplified Acquisition Procedures (SAP)
- Supply
- Total Cost
- TSCX
- Volpe H/W - DEC Alpha 2000 VMS Operating System
- Volpe H/W DEC Alpha 8400 VMS Operating System
- WinForms
- Work Plan Budget (WPB)

Below is a list of mission critical systems that appear in the Mission Critical Report for **SLSDC**:

- |                        |                          |
|------------------------|--------------------------|
| ● Accounts Payable     | ● Lock Operations        |
| ● Accounts Receivable  | ● Management Query       |
| ● Expenditure Reports  | ● Payroll                |
| ● General Ledger       | ● Purchase Orders        |
| ● Great Lakes Pilotage | ● Vessel Traffic         |
| ● Inventory            | ● Vessel Traffic Control |

Below is a list of mission critical systems that appear in the Mission Critical Report for **STB**:

- Network
- Uniform Rail Costing System

Below is a list of mission critical systems that appear in the Mission Critical Report for **TASC**:

- ITO Mail Hub
- TCC Mainframe
- TOPS IDN
- TOPS Telephone

Below is a list of mission critical systems that appear in the Mission Critical Report for **USCG**:

- AAPS - AUTOMATED AID POSITIONING SYSTEM
- AAPS NT - AUTOMATED AID POSITIONING SYSTEM FOR NT
- ABS - AUTOMATED BROADCAST SCHEDULER
- AFTS NT - AUTOMATED FUNDS TRANSFER SYSTEM NT
- AMVER - AUTOMATED MUTUAL-ASSISTANCE VSL RESCUE
- APOLLO 3500 NETMGT ARCTICNET
- AUTOSITOR
- AVIATION - AN/ASN-150 HH-60 TACNAV SYSTEM
- AVIATION - AREA NAVIGATION SYSTEM
- AVIATION - CONTROL DISPLAY NAVIGATION UNIT
- AVIATION - GPS - AN/ARN-151
- AVIATION - HH60J ENGINE TEST SYSTEM
- AVIATION - HH65A ENGINE TEST PROGRAM/SYSTEM
- AVIATION - HH65A MISSION COMPUTER
- AVIATION - HH65A/HU25 NAVIGATION DATABASE
- AVIATION - HU25 ENGINE TEST SYSTEM
- AVIATION ACMS - AVIATION COMPUTER MAINT SYS
- AVIATION AMMIS -AVIATION MAINT MGMT INFO SYSTEM
- C2PC - COMMAND & CONTROL PC (SWIII)
- CASP - COMPUTER ASSISTED SEARCH PLANNING
- CGBCST - COAST GUARD BROADCAST
- CGDN - COAST GUARD DATA NETWORK
- CGDN+ - COAST GUARD DATA NETWORK PLUS
- CGSW II - CG STANDARD WORKSTATION II
- CGSW III - CG STANDARD WORKSTATION III
- CODEX 6525 X.25 SWITCH
- CODEX 6560 MP ROUTER
- CODEX 6760 NETOS ARCTICNET
- COMDAC 270
- COMDAC-IBS (SCCS - 210)
- COMDAC-IBS (SCCS - 270)
- COMDAC-IBS (SCCS - 378)
- COMMSYS 2000 NETWORK
- COMPUTER - MINI HP 730/9000
- CPX 10/20 EQUIPMENT (X.25 SWITCH)
- DGPS - DIFFERENTIAL GLOBAL POSITIONING SYSTEM
- FIRMS - FINANCE CENTER INFO RESOURCES MGT SYSTEM

- FLS - FLEET LOGISTICS SYSTEM
- GMDSS SERVER - GLOBAL MARITIME DISTRESS/SAFETY SYS
- HFDL III - HIGH FREQUENCY DATA LINK III
- IBUDS NT - INTEGRATED BUDGET DEVELOPMENT SYSTEM
- LFPS - LUFS FILE PROCESSING SYSTEM
- LOIS2 - LORAN OPERATIONS INFORMATION SYSTEM 2
- LOIS2 NT - LORAN INFORMATION SYSTEM 2 FOR NT
- LORAN C
- LUFS - LARGE UNIT FINANCIAL SYSTEM
- LUFS NT
- MDT - MESSAGE DISTRIBUTION TERMINAL
- MISLE - MARINE INFO FOR SAFETY & LAW ENFORCEMENT
- MODEM - 1585 SITOR
- MSIS - MARINE SAFETY INFORMATION SYSTEM
- MSIS NT - MARINE SAFETY INFORMATION SYSTEM FOR NT
- MTDS - MESSAGE TRANSFER AND DISTRIBUTION SYSTEM
- PMIS/JUMPS
- RADIO TELETYPE EMULATION
- RECEIVE ANTENNA MATRIX
- RECEIVE CONTROL SYSTEM
- REMOTE TERMINAL EMULATOR
- SCCS-378 STATNET
- SRAN ACMS - AID CONTROL MONITORING SYS
- SRAN LIGHTHOUSE POWER CONTROLLER
- SRAN MASTER UNIT
- SRAN RANGE LIGHT CONTROLLER
- SRAN REMOTE TRANSFER UNIT
- SSAMPS - STANDARD SEMI-AUTO MSG PROCESSING SYSTEM
- STSC - SHIPBOARD TELECOMMS SYSTEM COMPUTER
- TCAS - Traffic Alert & Collision Avoidance System
- TELEPHONE - ALL CG PBX, SWITCHES, VOX MAIL
- TRANSCEIVER MCX-300/1000
- TRANSCEIVER GSB-900
- VHF-FM (NDS) - High site consoles and receivers
- VOICE RECORDERS - COMMAND CENTER
- VTS - VESSEL TRAFFIC SERVICES
- X.25 COMMS MANAGER (XCM)

# APPENDIX F

## GLOSSARY OF TERMS



## GLOSSARY OF TERMS

AIM	Activation Information Management System
BTS	Bureau of Transportation Statistics
CIO	Chief Information Officer
CMC	Crisis Management Center
CMC Advisory	Report used primarily by the Office of Emergency Transportation to report on things that are news worthy, but the impact to transportation is small, like a tornado or perhaps a hurricane that is forming which may eventually impact or hit the United States or its Territories.
CMC Advisory View	The CMC advisory view is a display of all the CMC Advisories that have been entered into AIM. The view is sorted by the Advisory's report number and shows the status as of date.
CONUS	Continental United States
DOT	Department of Transportation
Duty Log	The Duty Log is used to record activities, phone calls, or actions taken by individuals activated to respond to an event. This log is a useful tool for shift change briefings and for follow-up actions.
Duty Log View	The duty log view is a display of all duty logs that have been prepared. The information can be sorted and viewed by organization and date.
EEI	Essential Elements of Information
EMS	Emergency Medical Services
ESF-1	Emergency Support Function, Number 1
Event Report	An event is the overarching occurrence and has individual incidents associated with them. An event is the reason you have been activated and are using

	<p>AIM. For example, an airplane crash is the event and the corresponding incidents would be search and rescue operations, re-routing of air traffic, etc.</p>
Event Report View	<p>The events view is a display of all of the events that have been entered into the Event Report forms. The reports can be sorted and displayed by event name, lead agency, date, and type.</p>
FAA	<p>Federal Aviation Administration</p>
Facility Report	<p>The Facility Report is used to indicate the operational status of critical facilities and systems that have been identified by each of the Operating Administrations. A Facility Report has been pre-created for each pre-identified facility. To see a Facility Report use the View frame on the left hand side of the screen. To update the status of a facility, use the modify feature.</p>
Facility Report View	<p>The facilities view is a display of information that has been entered into the Facilities Report forms. The reports can be sorted and displayed by operational status, air, highway, highway – EMS, highway – MV, Highway – NDR, motor carrier, marine, mass transit, pipeline, rail, overview, and agency.</p>
FEMA	<p>Federal Emergency Management Agency</p>
FHWA	<p>Federal Highway Administration</p>
FMCSA	<p>Federal Motor Carrier Safety Administration</p>
FRA	<p>Federal Railroad Administration</p>
Geo Locate	<p>Locate something to a map</p>
Gray	<p>Status is unknown</p>
Green	<p>Normal operations</p>
History View	<p>The History Data Base allows users to view previous reports. Since only current reports are shown in AIM, users can click on the History</p>

Button in the Navigator to review reports. The reports are sorted by event and then report number.

#### Incident Report

Incidents are the things that happen because of an event so the incident report is used to record and track those incidents as they occur. Reports are prepared as incidents occur and modified as the situation changes, and ultimately archived once the incident is considered closed.

#### Incident Report View

The incidents view is a display of information that has been entered into the Incident Report forms. The reports can be sorted and displayed by status, overview, lead agency, event, date, author, and type.

#### Internet Explorer

Web browser

#### Map View

This view is designed to display both facilities and incidents that have been located on a map of the continental U.S. and its territories. The status of the facilities and incidents will be displayed by colored dots (green, yellow, red, and gray). Each mode has its own map (e.g., air, highways).

#### MARAD

Maritime Administration

#### MCF

Movement Coordination Function

#### MCS

Mission Critical System

#### MCS View

The mission critical systems view is a display of mission critical systems that have been entered into the Mission Critical Systems form. This view is sorted by agency and contains the system's name, a description, the impact of the failure, and the estimated fix time.

#### Mission Critical System Report

The Mission Critical Report is used to track the Department's 609 mission-critical systems; on-line systems; building infrastructure, both headquarters and field; and security breaches.

#### MV

Motor Vehicle

Navigator	The Navigator is used to display a summary view for each type of report. The Navigator will always appear on the left side of your browser window. The summary of reports is displayed in AIM's view frame and is organized by report type.
NDR	National Driver Register
Netscape Communicator	Web browser
NHTSA	National Highway Traffic Safety Administration
OET	Office of Emergency Transportation
OIS	Office of Intelligence and Security
Op Status	Operational Status
Open	Report distribution level – Open to the Public
PA	Public Affairs
Proprietary	Report distribution level – Confidential business information
Red	Significant disruption or safety threat
RETREP	Regional Emergency Transportation Representative
RSPA	Research and Special Programs Administration
Sensitive	Distribution level – Not available for public release
Situation Report	The Situation Report is used to capture or summarize the impact to transportation because of an event and its associated incidents. The reports prepared by the modal administrations and regional teams are then used to create a consolidated DOT Situation Report which is prepared by the Office of Emergency Transportation and distributed throughout the Department.
Situation Report View	The situation report view is a summary display of situation reports that have been entered into AIM. The reports are sorted by agency, region/office, report number, status as of date, and operational



status. The view also contains a brief situation summary.

SLSDC

St. Lawrence Seaway Development Corporation

Top Frame

The Top Frame is used to create new reports. You will also use this frame to log out of AIM and access the Help function.

URL

Uniform Resource Locator

USCG

United States Coast Guard

View Frame

The view frame displays summary views as well as views and edits existing reports

White

Status not reported

Yellow

Disruption or other than normal operations